

ShriBaalaji K

An optimistic individual aiming to secure a responsible career opportunity, while making a significant contribution to succeed in HR Domain.

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WORK EXPERIENCE

HR - Trainee

01/2021 – 09/2021

Ashok Leyland – Foundry Division Ltd.

Achievements/Tasks

- Department Wise Master
- Holiday & Leave Management For Trainees
- Shift Management
- Man Power Planning
- Attendance Management

Compliance Executive

02/2020 – 01/2021

Security and Intelligence Services (India) Ltd.

Achievements/Tasks

- PF & ESIC Contributions and Related Compliance
- Monitoring Statutory Compliance
- Maintained Red Dairies
- Record Maintenance

HR - Recruiter

07/2019 – 09/2019

Latent View Analytics Ltd.

Achievements/Tasks

- Talent Acquisition Team
- Hiring For Chennai & Bangalore Sites
- JD's On Data Scientist & Business Intelligence

EDUCATION

MA (Human Resources & Organization Development)

Madras School of Social Works

Post Graduate Diploma in Labour Administration

Tamil Nadu Institute of Labour Studies

BA (Post Modern Development Administration)

University of Madras

SKILLS

Team work

Time Management

Adaptability

Dedicated

Planning and execution

INTERNSHIP

DP World

- Learned about Grievance Handling and Employee Management.
- Employee Performance Management.
- Compensation and Salary Deduction.

PNB Met Life

- Basics of Recruitment and Manpower Planning.
- Initiating CSR Activities.

KVT Hospital

- Resource Management.
- Creating New Engagement Programs.

Tropical Agro

- Understanding HR from corporate view and different role that comes under it.
- Employee Record Management.

INTERESTS

Traveling

Mindfulness

Painting

Adventure sports

Dance

Cycling

LANGUAGES

Tamil

Full Professional Proficiency

Hindi

Limited Working Proficiency

English

Full Professional Proficiency