



SNOW BALAKRISHNA

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CAREER OBJECTIVE

Aim to be associated with progressive and growth oriented organization that gives scope to apply my talent and skills with hard work and determination, and to be part of the team that dynamically works towards the growth of the organization and also provides an opportunity for continuous learning and growth.

PROFILE SUMMARY

1. MBA in HR specialization at New Horizon College of Engineering, Bangalore affiliated to V.T.U. Belgaum in 2008 with 73%.
2. M.Sc (Hospital Management) at Amrita Institutions, affiliated to CUSAT in 2006 with 85.7%.
3. Bachelor degree in Commerce - finance specialization from St.Joseph's College in 2004 with 75 %.
4. 12th-Commerce from Indian Islahi Islamic School, Abu Dhabi, affiliated to C.B.S.E, New Delhi in 2001 with 78%.
5. 10th from Indian Islahi Islamic School, Abu Dhabi, affiliated to C.B.S.E, New Delhi in 1999 with 74.4%.

PROFESSIONAL EXPERIENCE

1. Worked as HR & ADMIN in Al Ameemi International Trading LLC – Berry Floor, Dubai from 13th May 2015 to 15th Dec 2021
2. Worked as Assistant Manager - Administration & HR in Prasad Tyres and Lubricants, Bangalore from 14th March 2014 to 1st April 2015 .
3. Worked as HR – Assistant Manager in 3F Oil Palm Agrotech Pvt Ltd, Hyderabad from 1st April 2013 to 10th March 2014.
4. Worked as HR – Officer in 3F Oil Palm Agrotech Pvt Ltd, Hyderabad from 18th Jan 2012 to 31st March 2013.
5. Worked as Lecturer for MBA in Sambhram Academy of Management Studies, Bangalore from 23rd August 2010 to 30th September 2011.
6. Worked as Lecturer for MBA in SJES College, Bangalore from 9th Feb 2009 to 20th August 2010.
7. Worked as HR Executive in Galaxy Placement Services, Bangalore from 25th June 2008 to 1st Feb 2009.

WORK EXPERIENCE

AL Ameemi International Trading L.L.C, Dubai

HR & ADMIN – ASSISTANT

May 2015 – Dec2021

- Provide quick, efficient and reliable services for all Government related jobs such as Employment Permits, Entry Visas, Medical Examinations, miscellaneous jobs related to Immigration, Ministry of Labour & Consulates, and Business Licences to the company and its group, adhering to the regular amendments in rules and regulations within very short notices.
- Renew, update and keep up all workers and their dependents' visas and work contracts on time to guarantee that organization's records are up to date in the labour and Immigration Departments.
- Makes sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations.
- Assisting in the short listing of suitable candidates from applications.
- Conducting interview with job applicants, asking relevant questions.
- Writing the terms of employment, contracts for new employees and Negotiating salaries.
- Welcomes new employees to the organization by conducting orientation.
- Manage and meeting clients and visitors to the office.
- Preparation of various reports for managers.
- Typing letters, reports and other documents often of a sensitive and confidential nature in corporate house style.
- Managing clerical or other administrative staff.
- Dealing with redundancies, gross misconduct, and maternity leave issues.
- Making sure that staffs get paid correctly and on time.
- Conducting an employee performance review.
- Working with recruitment agencies to source for candidates for specific job positions.
- Employee engagement and improving HR procedures.
- Conducting exit interviews and handling full and final settlement.
- Monitoring Statutory & Legal Compliance.
- Acting as one point contact for all administrative matters like Time keeping and attendance, maintenance, upkeep and repairs of company's assets, Telephone lines, mobile phones, logistics and courier services, procurement, storage and issue of stationery and compensation of employees

PRASAD TYRES AND LUBRICANTS PVT LTD, BANGALORE

HR & ADMIN - ASSISTANT MANAGER

March 2014 – 1st April 2015

Key Responsibilities:

- Spearheading efforts across developing, managing and monitoring the performance of multi-skilled work force and ensuring smooth implementation of HR policies for manpower planning, recruitment, appointment, selection and development.
- Handling promotions, up gradations, transfers, Training, Performance Appraisal Program, Full & final settlement process and exit Interviews. Ensure smooth on boarding of new hires.
- Handle grievances, disciplinary issues ensuring prompt resolution within committed timelines.
- Manage statutory compliance related issues pertaining payroll, Gratuity, Shops & Establishment Act etc.

- Handle the entire spectrum of activities across providing facilities support and efficiently handle contractors, house keeping /pantry services, mail room operations, Record management and house-keeping/tea/coffee/water services.
- Acting as one point contact for all administrative matters like Time keeping and attendance, maintenance, upkeep and repairs of company's assets, Telephone lines, mobile phones, logistics and courier services, procurement, storage and issue of stationery and compensation of employees
- Maintain the care and use of housekeeping supplies and equipment, etc.

3F OIL PALM AGROTECH PVT LTD, HYDERABAD

HUMAN RESOURCES – ASSISTANT MANAGER

April 2013 - - 10th March 2014

HUMAN RESOURCES - OFFICER

January 2012 - - March 2013

Responsibilities

- Handled HR operations for 3F INDUSTRIES LTD - Hyderabad ,3F OIL PALM (6 states) - Hyderabad, Orissa, Gujarat, Mizoram, Karnataka, Chhattisgarh & Subsidiary companies i.e, Simhapuri Agro Products (P) Ltd- Nellore and Viaton Energy Private Limited-Punjab.
- Recruitment & Selection for vacancies, grade & salary fitment and induction & orientation of the new joiners.
- Prepared and rolled out the HR Policy manual and conducted road shows for the employees.
- Successfully completed the Goal Setting, Annual Performance Assessment, Internal Promotion and Annual Increment Cycle.
- Manage statutory compliance related issues pertaining payroll,PF,Gratuity,Shops & Establishment Act etc.
- Induction & orientation of the new joiners in the Company.
- Facilitated need based Training & Development Initiatives for all the employees.
- Compilation of monthly MIS and Manpower reports as required by the Management.
- Preparation and updation of organization charts and job descriptions for the various positions in the organization structure in consultation with their respective HODs.
- Involved in Employee Engagement activities across departments on various occasions like, Foundation Day, Department get-togethers, etc.

SAMBHRAM ACADEMY OF MANAGEMENT STUDIES, BANGALORE

Lecturer - August 2010 to September 2011

- To carry out research, teaching within the Department.
- Employ differentiated teaching methods, incorporating , audio and visual activities to address all learning styles.
- Provide individualized instruction to keep all students at expected skill level.
- Identify and organize field trips to enhance curriculum.
- Meet with parents to discuss progress and address behavior or mastery issues.
- Develop discipline plans and work closely with at-risk students.
- Extra-classes during College hours for the children willing to learn.

SJES SRI JAYACHAMARAJENDRA EDUCATION SOCIETY, BANGALORE

Lecturer -Feb 2009 to Aug 2010-

- Served as the full time lecturer handling general management papers, HR papers
- Served as the Academic Coordinator for the batch of 2009 and coordinated all the academic related activities like course planning, scheduling classes, organizing and conducting assessment tests, collecting and analyzing feedback and documenting.
- Served as the member of the soft skills training team of the college and organized programmes and executed sessions on various topics to the students Master of Business Administration.

GALAXY PLACEMENT SERVICES, BANGALORE

Executive- Human Resources -June 2008 to Feb 2009

- Sourcing & Recruitments
- HR Operations
- Compensation Management
- Employee Welfare & Employee Relations

SCHOLARSHIPS/AWARDS

- First rank in Cochin University of Science and Technology in M.Sc Hospital Management.
- 50% scholarship from New Horizon College of Engineering, Bangalore for academic excellence for year 2006 for securing first rank.
- Thousand Rupees Scholarship from New Horizon College of Engineering, Bangalore for securing First class with distinction for academics in year 2008 and 2009 in MBA.
- Fifty Thousand Rupees Scholarship from New Horizon College of Engineering, Bangalore for academic excellence for year 2009 for securing topper in MBA.

PERSONAL SKILLS

- Good communication as well as interpersonal skills
- Leadership and team working
- Meeting the challenges through hard working, Flexibility and Quick learning.
- Quick and rational decision making.

PERSONAL DETAILS

- Husband's Name : Balakrishna
- Date of Birth : 17th Feb 1983
- Passport : L4102883
- Marital Status : Married
- Email : snowbalakrishna@gmail.com
- Visa Status : Residence Visa

REFERENCE:

- Furnished on Request