



MAHESH.BALAKRISHNAN

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**PERSONAL DATA**

**Nationality:** Indian  
**DOB:**16/09/1991  
**Religion:** Hindu

**LANGUAGES KNOWN:**  
Malayalam, English, And  
Tamil.

**HOBBIES:**  
Browsing, Music &Reading,  
Writing.

**AREAS OF INTEREST :**  
Human Resources

**CAREER OBJECTIVE**

To grab an opportunity in a growing organization that suits my knowledge and expertise and be a continuous learner thereby contributing consistently the best of my potential to the success and prosperity of the organization.

**Work Experience**

- Currently Working as Executive HR at Aster DM Healthcare Group, Kochi from Aug 24-2017 to till date....
- Worked As Junior Executive at Amrita Institute of Medical Sciences (Amrita Pharmacy), Kochi, Kerala;  
From 21- August -2016 to 23-August -2017 (1 Year)
- Worked as Event Coordinator in Confederation of Indian Industry (CII) for 2 months

**Job Responsibilities:**

- Proper manpower planning, timely recruitment and induction training.
- To frame and implement the HR policies with the help of HR Manager.
- Conduct the Annual Performance Appraisal exercise with a view to maintain and boost the morale of the employees.
- Employee counseling, Meeting coordination & Participation.
- Coordinating and conducting training and development activities.etc
- Updating the hierarchy charts.
- To initiate Disciplinary procedures as and when required.
- Coordinating the departmental presentation.
- Analyzing the Resource card of various departments.
- Preparing and handing over the JD for new comers and updating the same.
- Identifying the software requirements of HRD and upgrading and developing the same with the help of Amrita Technologies.
- Generating and publishing various reports like Index report, HRMIS, Report Checklist, etc
- Grievance management and employee discipline
- To schedule/coordinate/participate in various business meetings as per the discussion with the HR Manager.

- Perform employee relieving formalities.
- Coordinating the payroll processing activities.
- Coordinating in performing the statutory related activities
- Conducting Recruitment Drives
- Prepared all recruitment strategies and ensured achievements of all objectives. Especially for the recruitment of Doctors, Nurses, managers and technical staff to various Aster Hospitals all over the world
- Developed strategies by placing job advertisements in various news and job sites. Designed and maintained job postings on various social media sites and websites with various tools
- Analyzed all job requirements and screened the appropriate candidate for job through telephonic or one to one interviews
- Participated various candidate selections and prepared an efficient interviewing schedule
- Monitoring organization policies and recommended charges if requires
- Prepared job descriptions for various positions developed appropriate questions for prospective candidates
- Coordinate with hiring managers and participated in the interviewing panel
- Communicated results to the candidate and organization for all selections
- Doctors Recruitment & Medical Council Registration
- Background verification
- Visa Processing
- Emigration Clearance

### Educational Profile

Course	Name of the institution	University/Institute	Month and Year of Passing
MBA	Shri Nehru MahaVidhyalaya Institute of Management in Coimbatore.	BharathiyarUniversity, Coimbatore.	April 2015
BCA	Ettumanoorappan College, Kottayam.	MG University, Kottayam.	April 2013
HSC	St. Michaels Higher Secondary School, kaduthuruthy	Board of Higher Secondary Examination-kerala	March 2010
SSLC	St.MichaelsHigher Secondary School, kaduthuruthy	Board of Higher Secondary Examination -kerala	March 2008

### Cyber Skills

- MS-Office

- Visual basic and SQL
- C++, C, Java, HTML
- Proficiency in all windows versions.

### Projects Undertaken

- Developed an online travelogue named as “Yathraavivran.com” in PHP as part of project during under graduation.
- Internship and project study at Malabar Gold and Diamond, Calicut for a study on Quality circles.
- Worked as event coordinator in Confederation of Indian Industries (CII), Coimbatore Zone for 2 months.

### Strengths

- Good inter-personal skills.
- Willingness to shoulder challenges and responsibilities.
- Good team spirit.
- Positive Attitude.
- Quick Learner.
- Good Presentation Skills
- Proactive and always having a willingness to learn new things,
- Good at managing situations and people,
- Negotiation Skills, ,
- Self driven with strong problem solving skill,
- Ability to work hard, Confident, Innovative, Coordinative & Friendly,
- Always ready to take initiative,

### Workshops and seminars

- A Certificate program on Performance Management System conducted by **T.V Rao Learning Systems (TVRLS)**
- Presented a paper on **Online Shopping and Modes of Payments.**
- Attend a workshop on **Entrepreneurship Development program Conducted by Confederations of Indian Industries (CII).**

### Achievements and rewards

- Won 2nd Prize in System Games in Gim Fest-2014 Conducted by Guruvayurappan Institute of Management, Coimbatore
- Won 2nd prize in IPL Auction Conducted By Amrita School Of Business, cochin

- Active Member in Indian Red Cross Society
- Attended Various kind of Management Fest in & Around Coimbatore
- IRDA Authorized License Holder
- Active Participant in Various kinds of Marketing activity's conducted in college

### **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief and that I have not concealed or distorted any relevant information

**Place:**

**Date:**

**Mahesh.B )**

