

Mahesh Balakrishnan

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OBJECTIVE

Be an inevitable part of a reputed Organization for Symbiotic growth where I can apply my **Human Resource Management, Employee Relations, and Administrative and Healthcare** experience gained with various reputed Organizations with an innovative perspective.

Value addition through **continuous learning** at every given opportunity Enrich the greatest **Asset** of the organization- **Human Resource**.

STRENGTHS

HR Professional with **03 years'** rich experience
Human Resources Management in Healthcare).

PROFILE SUMMARY

Recruitment & Selection
Attendance Management
Induction & Employee Orientation
Employee Engagement

Employment Visa Process.
Joining & Exit Formalities
Training & Development
Relationship Management

- Skilled in maintaining all HR files & employee information.
- Expertise in heading the entire gamut of HRM functions with demonstrated leadership qualities; conceptualising and effectuating measures in the operating procedures to optimise resource and manpower utilisation
- Experienced in analysing existing processes and introducing & managing organisational changes to enhance organizational effectiveness and employee commitment and morale
- Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment
- A self-motivated team player with strong communication, relationship management and problem solving skills

CORE COMPETENCIES

HR Management

- Conceptualizing & implementing HR, Personnel, IR, Policies for handling employee unrest
- Strategizing the long / short term directions by forecasting the future manpower requirement and designing plans for acquiring requisite skills and competencies
- Steering implementation of recruitment life-cycle after sourcing the best talent from diverse backgrounds including affirmative action

Industrial Relations / Employee Welfare

- Ensuring prompt resolution of employee grievances & maintaining cordial employee relations
- Organizing sports, festival functions, various events and other awareness programmes, aimed at enhancing the sense of bonding and oneness amongst the employees

- Steering employee motivation, personnel/family counselling thereby instituting measure for reducing absenteeism and employee turnover

Training and Development

- Conceptualising & effectuating training & development initiatives for improving employee productivity, building capability and quality enhancement
- Identifying training needs across levels through mapping of skills required for different roles and analysis of the existing level of competencies
- Planning, scheduling and conducting training programmes in consultation with various Departmental Heads and also coordinating in the selection of skilled trainers

CAREER TIMELINE

ORGANISATIONAL EXPERIENCE

Since Aug'18 with Aster DM Healthcare Group as HR Executive

Role:

- 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
- Analysed 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 changes 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

Aug 2016 to Aug 2017 with Amrita Institute of Medical Science, Kochi as Jr Executive - HR

Role:

- 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 counselling, 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.
- Analysing 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

EDUCATION

- MBA HR course completed from Bharatiar University, Coimbatore - 2015
- BCA from MG University, Kottayam, India - 2007

IT SKILLS

- Conversant with MS Windows Vista / XP Professional, Microsoft Office, Proficiency in all windows versions.

Personal

Date of Birth 16 September 1991, 27 yrs.
Permanent Address Raji Nivas, Vellassery, Kaduthuruthy P O, Kottayam-686604
Languages Known English, Malayalam and Tamil