

B.BALA RAJENDRA CHOZHAN

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Result oriented Proactive, and Hardworking professional with a Master degree of Human Resource Management and having **17 + Years** of achievement driven experience in end to end Recruitment cycle in HR Industry, Admin, system network, fitness cum yoga Areas. Hands on experience in NON-IT Recruitment.

PROFESSIONAL EXPERIENCE

Total Experience: 17+ years of Experience in Human Resource and Administration

Name of the company:

Month/Year

Adaptek Automation Technology Pvt. Ltd.

SEPT 2016 – Till Date.

(NEW- Non Employed Work Force)

- Works with HR team in Reviewing employee complaints and ensuring accurate and timely documentation of concerns or issues, Employee Engagement Activities.
 - Schedule and provide appropriate plan for manpower supply.
 - Experience in Executing manpower supply as per requirements of clients.
 - Prepare Invoice based on Time Sheet and follow up a payment.
 - Operate and maintain machines in the office, like PCs, voice mail systems, scanners, and photocopiers
 - Order services, supplies, and materials.
 - Arrange appointments, manage calendars, and complete work schedules.
 - Office facilities management.
 - Prepare Invoice, Purchase Order and Quotation for machineries.
 - Managing operations on time office management, absenteeism, and leave administration.
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Name of the company:

Month/Year

IKYA Human Capital Solutions Ltd.

JULY 2015 – JULY 2016.

(Deputed at Scope International Pvt. Ltd. - Vendor Management HR Shared Services and Documents Management HR Shared Services.)

Designation: Support & Admin -Coordinator

Documents Management HR Shared Services:

- Approve and Upload an Employee Personal documents like FADV, Resume, Interview Evaluation Form, and etc. across globe like Scope Malaysia, China.

Vendor Management HR Shared Services:

- Prepared and forwarded vendor related communications.
- Followed up the vendor for their acceptance of the documents given by them.

Name of the company:

Month/Year

Modern Health Fitness, Chennai.

AUG 2013 – APR 2015.

Designation: Admin cum Fitness Trainer

- Day to day regular workout instruction for fitness
- Maintain the candidate database and follow up the payments.
- Monitoring all candidate's workout instruction.
- Maintain all system, CCTV camera installation and fitness equipment's.
- Daily yoga instructions given to the candidates.
- Maintain all the day to day admin related activities like email corresponding, tele calling instruction to the candidate.

Name of the company:

Month/Year

Hammad M Al Anzi Cont. Est., Saudi Arabia.

FEB 2013– JULY 2013.

Designation: Manpower Coordinator

- Schedule and provide appropriate plan for manpower supply.
- Experience in Executing manpower supply as per requirements of clients.
- Prepare Invoice based on Time Sheet and follow up a payment.
- Maintain and update of all files and documents.
- Prepare Invoice, Purchase Order and Quotation for Man Power Supply.
- Managing operations on time office management, absenteeism, and leave administration.

Name of the company:

Month/Year

Modern Health Fitness, Chennai.

MAY 2012 – JAN 2013.

Designation: Admin cum Fitness Trainer

- Day to day regular workout instruction for fitness
 - Maintain the candidate database and follow up the payments.
 - Monitoring all candidate's workout instruction.
 - Maintain all system, CCTV camera installation and fitness equipment's.
 - Daily yoga instructions given to the candidates.
 - Maintain all the day to day admin related activities like email corresponding, tele calling instruction to the candidate.
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Name of the company:

Month/Year

MASS Educational Institutions, Kumbakonam.

AUG 2011– APR 2012.

Designation: Placement Officer

- Organized *Faculty Development Program*.
 - Organized the entrepreneurship workshops.
 - Arrange Training programs for students to develop the soft skills and interview facing skills.
 - *Conducted ON Campus and OFF Campus Job Fair for students.*
 - *Arrange interview and making awareness to candidates for interview facing difficulties.*
 - *Taking classes for candidates to improve their soft skills*
 - *Placement related activities like soft skills, and conduct personality development program to the Students.*
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Name of the company:

Month/Year

Modern Health Fitness, Chennai.

NOV 2009 – JUNE 2011.

Designation: Admin cum Fitness Trainer

- Day to day regular workout instruction for fitness
 - Maintain the candidate database and follow up the payments.
 - Monitoring all candidate's workout instruction.
 - Maintain all system, CCTV camera installation and fitness equipment's.
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Name of the company:

Month/Year

M.R.AL Khathlan Cont. Est., Saudi Arabia.

MAY 2009– SEP 2009.

Designation: Admin Assistant – (Secretary)

- Responsible for time sheet collection, days and overtime calculation.
- Preparation and disbursement of salary for outsource employees.
- Managing operations on time office management, absenteeism, leave administration.
- Coordinate with sites / management to employee related issues.
- Handling passport renewals, medical & other hr activities.

- Enrolling and posting new employees.
 - Preparation of material request for office, site and follow up the material request.
 - Maintain a petty cash.
 - Monitoring over all Administration such as, Canteen, Housekeeping services.
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Name of the company:

Month/Year

ELITE INSTITUTE OF SYSTEM AUDIT, Chennai.

AUG 2008 – APR 2009.

Designation: System Network Engineer

- Maintaining and administering computer networks and related computing environments including systems software, applications software, hardware, and configurations.
 - Maintaining, configuring, and monitoring virus protection software and email applications
 - Maintain office System, Printer, Scanner.
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Name of the company:

Month/Year

Exclusive Search Recruitment Consultants, Chennai.

JUNE 2007– JULY 2007.

On the JobHR– Recruitment Project Training.

- Sourcing the candidates from Naukri, Monster and Times Jobs.com.
 - Screening the profiles for interview process.
 - Scheduling the interview as per the Client wish.
 - Getting feedback from Team Lead about candidate selection or rejection.
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CLIENTS

For Domestic

TVS-LUKAS, THOMSON, HEWLETTE PACKYARD, TAFE.

For Overseas

Siemen KSA, Technip KSA, Bruge KSA, MR AL Khathlan KSA, UNISIS Engineering KSA.

Name of the company:

Month/Year

ELITE INSTITUTE OF SYSTEM AUDIT, Chennai.

DEC 2004– JUNE 2006.

Designation: System Network Engineer

- Maintaining and administering computer networks and related computing environments including systems software, applications software, hardware, and configurations.
 - Maintaining, configuring, and monitoring virus protection software and email applications
 - Maintain office System, Printer, Scanner.
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EDUCATION

| DEGREE | INSTITUTE | UNIVERSITY | MARKS OBTAINED | YEAR OF STUDY |
|--|--|--|-------------------|------------------|
| M.B.A. (H.R and System) | S.R.M. University, Kattangulathur. | S.R.M University | 74 % | 2006-2008 |
| B.E. (Computer Science) | MAM College of Engineering, Trichy. | Bharathidhasan University, Trichy | 67% | 1999-2004 |
| D.C.Tech (Comp. Tech) | M.I.E.T.Polytechnic College,Gundur, Trichy | Tamil Nadu State Technical board, Chennai | 73% | 1997-1999 |

COMPUTER PROFICIENCY

Packages: MS Office, SQL Basics, Advanced MS Excel and VB Basics (Learner).

Platforms: MS Windows 98/2000/XP/NT/7/8

PROFESSIONAL STRENGTHS

Self-confidence, Multi-tasking, Team Orientation, Convincing People.

PERSONAL INFORMATION

Date of Birth: June 15, 1979

Area of Interest: Recruitment, Admin areas, fitness cum yoga, Training and Development

Language: Tamil, English

Declaration

I, B. Bala Rajendra Chozhan do hereby that the information given above is true to the best of my knowledge and belief.

Yours truly,

(B.BALA RAJENDRA CHOZHAN)