**Muniraja G**

+91-9964688750 **|** munirajag1991@gmail.com

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|  |  | **Brief Snapshot** | |  |  |
|  |  |  |  |  |  |
|  |  | Employee Engagement, Compensation & Benefits, Payroll, |  |  |  |
|  | Dominant Skills | HRMS, Performance Management, Recruitment, Statutory Compliance, |  |  |  |
|  |  | Induction, HR Operations |  |  |  |
|  |  |  |  |  |  |
|  | Professional Experience | 7+ Years |  |  |  |
|  |  |  |  |  |  |
|  |  | MBA (Pursuing) correspondence |  |  |  |
|  | Highest Qualification |  |  |  |
|  |  |  |  |  |  |

**Professional Experience**

**Consultant – HR (Reporting to Advocate)**

**\*AApartners Advocates and HR Consultants from May 2013 to August-2019**

**\* Cicon Engineers Pvt Ltd. Sepetember2019 to still Date**

**Roles and Responsibilities:**

* Payroll Entries for 15+ Companies
* Handling Documents relating to Shops and Commercial Establishment Act.
* Filing New Registration/Renewal/Amendment
* Filing Yearly/Monthly/Quarterly Returns
* Making monthly contributions for ESI/PF/PT
* Maintaining Statutory Registers
* Handled HR Audits for 25+ Companies
* Visiting PF/ESI/Labor Departments
* Co-coordinating/Assisting clients for any Statutory related issues.
  + Preparing and maintaining all Shops Act Compliance Reports
  + Coordinating with accounts Department for Tax Calculations
  + Employee Exit process

 Ensure on time statutory compliance of ESI and PF.

 Completing the Full and Final settlement

 Manage employee benefits – PF, ESI, Gratuity, Group Health Insurance & Group Personal Accident coverage, Gratuity,

Bonus etc..

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**Educational Qualification**

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| --- | --- | --- | --- | --- |
|  |  |  |  | **Passing** |
| **Course** | **Specializations** | **Institute** | **University/Board** | **Year** |
|  |  |  |  | HR |
| MBA | - | GITAM UNIVERSITY |  |  |
|  |  | Government Arts College Bangalore | Bangalore |  |
| B.com | Financial Accounting |  | University | 2012 |
|  |  |  | Karnataka P.U. |  |
| P.U.C. | HEBA | Government Municipal College Gowribidnure | Board | 2009 |
|  |  |  | KSEEB, |  |
| SSLC | - | Government High School, Halehalli | Bangalore | 2007 |

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| |  | | --- | | **Computer Skill** | |

* MS Office – Word, PowerPoint, Excel, Outlook
* HRMS – PIMS, SARAL PAYPACK

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|  |  | **Personal Details** |  |
|  | Date of birth | : 10 July 1991 |  |
|  | Gender | : Male |  |
|  | Marital Status | : Single |  |
|  | Hobbies | : Playing Games, Reading & Crafting |  |
|  | Languages Known | : English, Kannada, Telugu and and Hindi |  |
|  | Residing Address | : Upparahalli (v) Manchenahalli (H) Gowribidnur (T) Chikkaballapur (D) 562101 |  |
|  |  |  |  |
|  |  | **Declaration** |  |
|  |  |  |  |

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

(Date) (**Muniraja.G)**

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