

HARUN T M

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Mobile : 9944854891



OBJECTIVE:

To become professional which makes me prepared for a challenging career and encourage working and learning with current trends and technologies.

ACADEMIC PROFILE:

Qualification : MBA (HR – FINANCE)
College : Vinayaka Mission Research Foundation, (Paiyanoor)
Year : 2017 – 2019 (82% CGPA)

Qualification : BCA
College : Vinayaka Mission Research Foundation, (Paiyanoor)
Year : 2014 - 2017 (77% CGPA)

ORGANIZATIONAL EXPERIENCE:

Company : Malles Construction Pvt Limited
Position : HR Executive
Period : Jan2022 to Present

Company : Tata Ficosa Private Limited
Assembly of IRVM, ORVM, Washer Tank system of
XBA, RBC, HBC, PY1B projects to Nissan,PBL Projects to Ashok Leyland
Position : HR Executive
Period : MAR 2020-JAN 2022

Company : Trendzup
Position : News Editor
Period : MAR 2015 – NOV 2016

ROLES AND RESPONSIBILITIES:

- † Maintained optimal Staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- † Reduced expenses by analyzing compensation policies and implementing.
- † Conduct basic operator skill training, disciplinary actions and maintain employee records.
- † Responsible for Vendor bill management and maintenance of office equipments.

- † Responsible for Operator Skill training and development.
- † Responsible for Office 5S & Shop Floor cleanliness.
- † Responsible for Security Management & 10 Committee.
- † Responsible for canteen, Transport and other general administration activities.
- † Responsible for HR Helpdesk, MIS Report
- † Responsible for ERP Data Entry & ESI Payment.

AREA OF COMPETENCY:

- † Employee Relation & Organization Development
- † Employee Welfare Administration
- † HRIS & Employee Data Management
- † Time Office, Management
- † Rewards and Recognitions
- † Learning & Development
- † Administration

LEGAL & STATUTORY COMPLIANCE:

- † Responsible for Professional Tax submission
- † Responsible for Hazardous disposal & Form 10 Submission
- † Responsible for Half yearly, annual returns submission and Record Maintenance.
- † Responsible for ER I Submission
- † Responsible for Lab our Welfare Fund Submission

HARDWARE & SOFTWARE:

- † Computer Hardware Activity
- † Software Sorting Activity
- † Knowledge in MS - Office

PERSONAL PROFILE:

Name : T.M.Harun
Father name : T.M.Mohangiriraja
Date of Birth : 23-11-1995
Gender : Male
Marital Status : Single
Languages Known : English, Tamil and Hindi
Permanent Address : No: 146 Padasalai street,
Thathalur village, Thathalur post
Thirukalukundram, Chengalpattu - 603109

DECLARATION:

I hereby declare that all the above furnished information is true to the best of my knowledge.

Place:

Date:

(T.M.Harun)