

MANU BALAKRISHNAN

Manager – HR & Administration

Enthusiastic HR Manager with 7 years of experience in planning, leading and improving activities to support successful business operations. Strategic in developing policies, managing staff and performance management. Focused on motivating staff and working with diverse personality types to drive improvements.

Work Experience

2014-04 –
2021-01

HR Manager

SciGenom labs, Cochin

- Recruitment
 - Head hunting
 - Interview scheduling
 - Offer Letter preparation
 - On boarding procedures
- Policy preparation and implementation.
- Learning and Development
- Payroll management and statutory compliance.
- Performance appraisals management.
- Public Relations, Regulatory clearances.
- Vendor Management

2011-11 -
2012-10

Shift Engineer

Kerala Feeds Ltd, Thrissur

- Ensure proper working of the machineries
- Plan the production of the shift and according to achieve the required production and submit the final production report after every shifts.
- In all Sundays, arrange the routine maintenance for all machineries.

Education

Master of Business Administration (MBA)

Human resource management

Bachelor of Technology (B.Tech)

Mechanical Engineering

Contact

Address

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Phone

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Skills

Planning and Recruitment Policies

Public Relations

Statutory compliance

Payroll Management

Learning and Development

Performance Appraisal Management

Vendor Management