

# Kusuma bai K.S

## **Sr. Executive-HR**

Bengaluru, Karnataka

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To be associated with a progressive organization that gives scope to apply my knowledge and skills and execute responsibilities entrusted to me by the Organization to the fullest of my knowledge and to derive job satisfaction.

Willing to relocate to: Bangalore Urban, Karnataka - Bengaluru, Karnataka - Bangalore Urban, Karnataka

## Work Experience

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### **Sr.Executive HR**

Breakbounce India Pvt Ltd  
Present

1. Payroll Process
2. Recruitment Pre and Post
3. Statutory compliance
4. Training
5. General Administration

### **HR Executive/ Admin**

AOJ Media pvt LTD - Bengaluru, Karnataka  
February 2019 to June 2019

1. Payroll Process
2. Recruitment Pre and Post
3. Statutory compliance

### **HR Executive/Admin**

M/S Mudra Life Style ltd - Bengaluru, Karnataka  
September 2008 to March 2012

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M/s Ashro Textiles Pvt Ltd was worker as a Senior HR Executive.

#### Roles and Responsibilities:

- Statutory compliance
- Audit co-ordination
- Payroll process
- Overtime Calculation
- Welfare activities

#### Job Responsibilities

Statutory Compliance

- PF & ESI contribution for the monthly returns
- PF Settlements for resigned employees
- Maintaining Adult Register
- Maintaining Muster Roll
- Periodic Return Submission like PF Form # 3A, Form # 6A, Form No#2, Form # 10, Form #5, Form # 12 A, along with Monthly Acknowledged copy Bank challan.
- ESIC monthly declaration Form #3, And Half Yearly Form # 6, and Employment Exchange and Factory Inspector returns.

#### Employee Welfare

- Management of statutory welfare facilities
- Employee Counseling
- Support preparation and submission of claims of ESI
- Organizing meetings like, Prevention of Sexual Harassment Committee, Health& Safety Committee, Canteen Committee and Works welfare Committee.
- Organizing Health Awareness programmes.

#### Employee Relations and Discipline

- Ensure employee discipline and initiate action where required carry out employee counseling.
- Handle employee grievance pro actively and intimate action.

#### Others

- Time office management. Handling Solus Software
- Full and final settlement
- Maintain of daily Attendance both Computerized and manually. (Handling Packages like New Magic and Ziac Packages.
- Typing Junior and Senior

## Education

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### **MBA in HR**

Gitam University - Bengaluru, Karnataka

### **Bachelor of Arts**

Bangalore University - Bangalore, Karnataka

## Skills / IT Skills

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## Certifications/Licences

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### **Advanced Human Resources Management**

Present

## Additional Information

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Computer Knowledge: MS - Office, Tally 6.2 and Internet application

Key Functional Areas

- Recruitment
- Maintaining and updating personal files.
- Welfare Activities
- Motivating the people for better performance
- Wage and Salary Administration.
- Time Office Management
- Statutory Compliance (ESI, PF, PT, Bonus, Gratuity, etc.)
- Monthly leave record calculation and record maintenance.
- Maintaining Employee Discipline
- Full and final settlement