

## RESUME

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**Balamurugan. S**  
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**5/205, Ganesh Nagar,  
Ganesh Nagar,  
Nandhavanapatti  
Dindigul – 624001.**

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### CAREER OBJECTIVE:

To seek a challenging and rewarding position in a developing company that would give scope for my knowledge and career development.

### WORKING EXPERIENCE:

#### At Present :

<b>Assistant Professor</b>	GTN Arts and Science , Karur Road, Dindigul
<b>Department</b>	BCOM WITH COMPUTER APPLICATIONS

#### From 2014 to 2022

<b>Assistant Professor</b>	Sacred Heart College of Arts and Science, Rmtc Colony, Reddiyapatti (Po) Dindigul.
<b>Department</b>	BACHELOR OF BUSINESS ADMINISTRATION

### RESPONSIBILITIES HANDLED :

Sacred Heart College :  
College PRO (2016 -2022)  
NSS coordinator (2021 -2022)

### **Accounts department at Ready mix concrete company, Chennai (2013 – 14)**

<ul style="list-style-type: none"><li>• <b>Accounts Management</b></li></ul>	Income and expenditure maintenance
<ul style="list-style-type: none"><li>• <b>Plant In charge</b></li></ul>	Plant maintenance

### **PVG School of Banking (2011 – 2013 )**

<b>Faculty</b>	Trained & handled classes for Competitive Exam Coaching
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## Human Resource Assistant in Sri Krishna Knits- Pollachi (2009 -2010)

<ul style="list-style-type: none"><li>• Recruitment</li></ul>	I have recruited more than 600 labours and 70 staffs for the concern.
<ul style="list-style-type: none"><li>• Buyer compliance</li></ul>	Attendance making through Punching cards. Preparation on Labour and Staff Id cards. Personal file making.

I have arranged Free Medical camps for the labours and staffs.

I have conducted Motivational Programs for the Staffs and labours.

### Conducted Committee meetings:

1. Sexual harassment and Prevention committee.
2. Works Committee
3. Healthy and safety Committee
4. Grievances Committee
5. Canteen Committee.

## Human Resource Assistant in Cantilena Clothing – Tirupur (2008–2009)

<ul style="list-style-type: none"><li>• Recruitment</li></ul>	I have recruited more than 70 Labours and 50 Staffs for the concern.
<ul style="list-style-type: none"><li>• Buyer compliance</li></ul>	Attendance making through Punching cards. Preparation on Labour and Staff Id cards. Personal file making.

### Conducted Committee meetings:

1. Works Committee
2. Healthy and safety Committee
3. Grievances Committee
4. Canteen Committee.
5. Sexual harassment and Prevention committee.

## ACADEMIC PROFILE:

Course	University / Board	Institution	Year of Passing	Percentage
<b>Ph.D.(Pursuing)</b>	Annamalai University	Chidambaram Annamalai University	<b>Doing</b>	<b>Doing</b>
<b>M.Phil.</b>	MK University	Evening college , Dindigul	2016	78%
<b>M.B.A (Marketing &amp; Finance)</b>	Anna University	PSNA CET Dindigul.	2008	68%
<b>B. Com (C.A)</b>	MK University	G.T.N.Arts college Dindigul	2006	62%

#### **ADDITION COURSES STUDIED :**

- Fundamentals of Digital Marketing

#### **Participation :**

- Participated International Conference on 26-Nov-2021 at Vijay Institute of Management “ Current Scenario and Challenges of Management Practices”
- Participated UGC HRD – MKU webinar on “Teaching and Learning Assessment”
- Participated in Corona Quiz Competition at “ Sri Krishna Technology”
- Received certificate of Appreciation for “National Level Management UGC Net E-Quiz 2020” conducted by ACE Autonomous institution – Hyderabad
- Participated in “Webinar on Economic Impact of Covid -19” organized by Department of Commerce – PSG College of Arts and Science.
- Participated at International Faculty Programme on “ Intellectual Property Rights and Research Methodology” By IQAC – Sacred Heart College of arts and Science.
- Participated at commerce quiz connect conducted by Vivekanda College – Kanyakumari Dt.
- Participated at “ International Seminar on National Security and Cryptography” conducted by SRM Institute of Science and Technology.

#### **STRENGTH:**

- Loyalty
- Honesty
- Hard work
- Team role
- Ever learning

#### **TECHNICAL SKILL**

M.S. Office

- Known computer operations I, Have Completed my graduation up to UG

**PROJECT WORK:****M.Phil. Project : Advertising Effectiveness on Cosmetic Items.****MBA**

Organization	Karpagam Textiles, Udumalaipet
Title	Working Capital Management
Objective	To know the Working capital of the concern
Duration	Jan 2008 to May 2008

Organization	Naga Flour Mill, Dindigul.
Title	A Study on Market Enabling Quality Measures
Objective	Enabling quality measures
Duration	Two Months

Extra circular activities:

➤ Rotaract club Member In UG
➤ NSS club volunteer

**PERSONAL INFORMATION:**

Father's Name : M.Sundravadivel.  
Date of Birth : 15-07-1985  
Sex : Male.  
Marital status : Married  
Nationality : Indian.  
Language known : Tamil and English.

**DECLARATION:**

I hereby declare that all the above cited things are true to best of my knowledge.

**Place: Dindigul****Date:**

Yours Sincerely,

**S.Bala Murugan**

Google Digital Unlocked

Bala Murugan

is hereby awarded this certificate of achievement for the successful completion of **The Fundamentals of Digital Marketing** certification exam on 22/04/2020

*Muath Britiz*  
President - Google EMEA



*Townsend Pamela Aschan*  
CEO - IAB Europe

Certificate ID: SFB NNA HPF

Verify the authenticity of this certificate at: <https://learndigital.withgoogle.com/link/1b5nglmoag>



**SRI KRISHNA COLLEGE OF TECHNOLOGY**

[An Autonomous Institution | Affiliated to Anna University and Approved by AICTE]  
Accredited by NAAC  
KOVAIPODUR, COIMBATORE - 641042.



**CERTIFICATE OF PARTICIPATION**

THIS CERTIFICATE IS PRESENTED TO

**BALAMURUGAN S**

FOR EXCELLENT PARTICIPATION IN "CORONA AWARENESS QUIZ - 2020" ON 26/04/2020 . LET'S JOIN THE CHAIN TO BUILD UNITY AND STRENGTHEN THE COMMUNITY

26/04/2020



**PRINCIPAL**  
SRI KRISHNA  
COLLEGE OF TECHNOLOGY



**ACE**  
Engineering College  
(with a Difference in Excellence)

an **AUTONOMOUS**  
*Institution*



(Affiliated to Jawaharlal Nehru Technological University, Hyderabad)



Ghatkesar, Hyderabad - TS.  
Website: [www.aceec.ac.in](http://www.aceec.ac.in)



**CERTIFICATE OF APPRECIATION**

This is to certify that S.BALAMURUGAN of Sacred heart College of arts and science college has participated and scored 40% in online "NATIONAL LEVEL MANAGEMENT UGC NET E-QUIZ 2020" organized by **Department of Management Sciences of ACE Engineering College, Hyderabad** held on 5/20/2020.

*M. Kondala Rao*  
**M. Kondala Rao**  
Quiz Co-Ordinator

*P. Sreelatha*  
**P. Sreelatha**  
In-Charge, Dept. of MS

*Dr. B.L. Raju*  
**Dr. B.L. Raju**  
Principal

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