

MUTHUVENKATESAN R

HR EXECUTIVE (ESTABLISHMENT COMPLIANCE)

9384298782

muthuvenkatesan2000@gmail.com

Career Objective

Dynamic compliance professional with extensive experience at Aparajitha Corporate service private limited, excelling in Labour Law Compliance and multi-location management. Proven track record in statutory returns and contract management, effectively liaising with authorities. Strong analytical skills combined with a proactive approach ensure seamless compliance and operational excellence.

WORK EXPERIENCE

Aparajitha Corporate Services Private Limited. I worked as a compliance executive from August 2023 to the present.

Key responsibilities:

- Handling labour law compliance for Shops & Establishments across Tamil Nadu.
- Responsible for the maintenance of Shop and Establishment certificates.
- Managing statutory compliance, including Professional Tax and Trade License.
- Handling the obtaining, amendment, and renewal of all applicable Shop & Establishment certificates.
- Providing liaison and coordination support during statutory inspections.
- Maintaining all necessary certificates and statutory registers under the Contract Labour Act.
- Able to handle compliance operations across Tamil Nadu with a strong network of local authorities.
- Possess moderate knowledge of Factory Act compliance.
- Conducting compliance health checks for new clients and collecting historical compliance data.
- Performing branch visits to ensure compliance and identify applicable certificates.

Maintaining detailed records in Excel trackers to monitor:

- Certificate validity
- Timely submission of returns
- Statutory payments
- License renewals
- Branch visit report

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (HR)

Kamaraj University 2021-2023 (60%)

BACHELOR OF SCIENCE INFORMATION TECHNOLOGY

The Madura College 2017-2020 (59%)

Mangayarkarasi hr sec School, Madurai

XII (Senior Secondary), Biology 2017(60%), X (Secondary), 2015(90%).

SKILLS

- Team management
- Problem handling
- Adaptability
- Multitasking
- Critical thinking
- Regulatory compliance
- Operations management
- Human resource management
- Team building and training
- Executive presence
- Talent development

TECHNICAL PROFICIENCIES

- MS Office (Word, Excel, PowerPoint)
- Typewriting
- C and C++

LANGUAGE COMPETENCIES

- TAMIL (Native)
- ENGLISH – Fluent (Speaking, Reading, Writing)

PERSONAL PROFILE

Father's Name : A.Raja
Mother's Name : R.Malliga
Date of Birth : 18.04.2000
Marital Status : Unmarried
Nationality : India
Hobbies : Listening to Music, Carom
Permanent Address : 12/a Keela Anna Thoppu, Madurai – 625001.