

RESUME

K SUBIN

‘Anjanam’

R.K.Nagar-6th lane,
Opp. NSS Engg College,
Akathethara (P.O),
Palakkad 678008,
Kerala

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DOB 03.01.1993

PERSONAL OBJECTIVE:

- ✓ To develop a career in a company where creativity is appreciated and where there is ample scope for individual as well as organizational growth.
- ✓
- ✓ To seek challenging works in my working field and to produce excellent work there by increasing my own experience.

SKILLS SET

- ✓ Proficient in using Microsoft Office programs such as Microsoft office, office 365
- ✓ Hardware
- ✓ Business Organization

EXPERIENCE

***Happy Herbal Care Kollengodu, Palakkad as HR Assistant
from June 2017 to May 2018***

- ✓ Computing and Uploading of ESI and PF
- ✓ Calculation of payroll and Generating Pay slip
- ✓ Track the daily attendance of the employees
- ✓ Interview candidates face to face and over the telephone
- ✓ Maintaining employee records
- ✓ Present the employees performance reports in front of HR Manager
- ✓ In-charge of Computer Safeguarding and evaluating personal records

***MWT Technologies Pvt Ltd as Admin HR Executive
from February 2019 to March 2020***

- ✓ Providing clerical and administrative support to staff of the Human Resources department.
- ✓ Collecting, sorting and distributing any incoming job applications.
- ✓ Sourcing potential candidates through online channels like Naukri
- ✓ HR interview
- ✓ Maintaining employee personnel files.
- ✓ Developing employment related records.
- ✓ Employee ID Card processing
- ✓ Issuing Vehicle Pass
- ✓ Induction for new joiners
- ✓ Providing Code of conduct training
- ✓ Responding to letters, emails
- ✓ Monitoring employee probationary periods.
- ✓ Coordinating holiday and sick pay.
- ✓ Making decisions in the absence of senior HR.
- ✓ Exit Interview for resigned employees
- ✓ Full and Final Settlement Preparation
- ✓ Supporting CMMI Documentation
- ✓ Petty cash management

***Kuttukaran Cars Pvt Ltd (Ather) as Executive Officer
HR from December 2021 to Till date***

Recruitment

- ✓ Maintaining Data Bank for Acquiring Required Manpower In Time.
- ✓ Scheduling and Conducting Interviews
- ✓ Coordinating to Plan Finalise Candidates and Fix Salary
- ✓ Timely Intimation on Selection to HO and Candidate

Joining formalities

- ✓ Ensuring Proper Documentation related to Joining
- ✓ Planning and Conducting Induction
- ✓ Ensure Appointment Letters
- ✓ Retain and Maintain confidentiality for HR-02 of Newly Joined
- ✓ Initiate for confirmation on LOB
- ✓ Ensure requisites like ID Card, Sales Kit, Sim, Business Card, Uniform, Bag, Safety Shoe
- ✓ Resignation Formalities
- ✓ Initiative to Discuss and see whether we can Retain the Employee.
- ✓ Resignation update to HR Software, with exact Reason of Leaving.
- ✓ Ensure F and F settlement & provide required eligible documents in time and Exit Interview.
- ✓ Monitoring Reporting (Attendance, Late Marking, Field Reporting , Early Going)
- ✓ Ensuring Registers with respect to Human Resources as per statute.
- ✓ Letters w.r.to Appointment / Contract /Conversion to Regular Employee / Confirm. of Service
- ✓ Help to get ESI, PF benefits
- ✓ Performance Evaluation Process and Productivity Updates.
- ✓ Coordination for Training

Administration Related

- ✓ Printing and Stationary Timely Update and Procurement
- ✓ Timey Distribution of Uniforms/Shoes/ID/Bags Received from HO & Return of Materials Not Used.
- ✓ Effective Fuel Claim Management
- ✓ Upkeep of Employee Mess and Disbursement of Mess Allowances
- ✓ Monitoring House Keeping, Security Guards.
- ✓ Upkeep of Company Owned vehicles and Leased Assets ,Premise
- ✓ Update of Reports to HO HR
- ✓ Visit Sales Outlets (Once in a month)

- ✓ Timely Renewal of Agreements
- ✓ Manage Grievances
- ✓ Upkeep of Notice Boards
- ✓ Supervision of Display vehicles quality and Vehicle Parking
- ✓ Coordinating for Fire and Safety Measures
- ✓ Ensure proper functioning of Generator, EPBX, Photocopier and other such equipments
- ✓ Coordination for Employee Engagement Activities.
- ✓ Coordinate Events initiated by Principal Company.
- ✓ Ensure timely issuing of Salary, Food Allowance, Fuel Allowance

Statutory Related

- ✓ ESI, Enrolment for New Joined
- ✓ Follow up on ESI / Professional Tax Remittance done by Branch Accounts
- ✓ Support to HO to update KYC details of Newly Joined
- ✓ Applying , Renewals of Statutory Handling (Panchayat, Municipality, Corporation, Labour, F&B, PCB, Legal Metrology.

Milma Cattle Feed Plant Malampuzha (CMD) as AHRD Officer from January 2023 to Till date

- ✓ MIIS - Payroll
- ✓ AMS – Cloud
- ✓ E- Office
- ✓ Statutory
- ✓ Tenders

EDUCATIONAL PROFILE.

COURSE	INSTITUTION	BOARD	YEAR
MBA	School Of Management Studies	Calicut University	2014 - 2016
BBA CA	Sree Narayana Guru College Coimbatore-105	Bharathiyar University Coimbatore	2014

PERSONAL PROFILE

Name : K Subin
 Father's Name : K Kannan
 Nationality : Indian
 Sex : Male
 Date of Birth : 03.01.1993
 Language known : English, Hindi, Malayalam.
 Marital status : Single
 Hobbies : Playing Chess, Space News