

RESUME

K SUBIN

Gym Building

Flat no. 103

Al Baraha

Dubai UAE



Email Address: emailtosubinkannan@gmail.com



Permanent Address: Kerala, India



Contact:



DOB: 03/01/1993

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

Achievements

- *Worked directly with the senior management, scheduling their meetings, flights, and other appointments on a daily basis.*
- *Sourced qualified candidates utilizing various web technologies, social media, resume databases and referrals while reducing the hiring costs by 35%.*
- *Successfully resolved employee relations issues, resulting in a 15% decrease in formal complaints*
- *Led the development and implementation of an employee recognition program, resulting in a 20% increase in employee morale.*
- *Recruited and onboarded a talented team of 20 employees within a tight timeframe*
- *Implemented streamlined HR processes enhancing the skills and capabilities of the HR team by 50%*
- *Successfully managed a HR team of 5 members, fostering collaboration and achieving organizational goals*

Education Profile

COURSE	INSTITUTION	BOARD	YEAR
MBA	School Of Management Studies	Calicut University	2014 - 2016
BBA CA	Sree Narayana Guru College Coimbatore	Bharathiyar University Coimbatore	2011-2014

Experience

Milma Cattle Feed Plant Malampuzha (CMD) as AHRD Officer



from January 2023 to January 2024



Kerala, India



milma

- **MIIS - Payroll**
- *Successfully migrated to AMS Cloud, improving data accessibility and system performance by 30%.*
- *Implemented E-Office solutions, reducing paper usage by 25% and enhancing document management.*
- **Statutory and Tenders**
- *Conducted successful apprenticeship recruitment, onboarding 15 qualified apprentices in the last quarter.*

 **Kuttukaran Cars Pvt Ltd (Ather) as Executive Officer HR**
from December 2021 to January 2023  Kerala, India



- Established and maintained a robust Data Bank, ensuring timely acquisition of required manpower
- Established efficient documentation processes for new hires, ensuring full compliance with onboarding requirements
- Pioneered creative HR strategies, resulting in a remarkable 25% surge in employee engagement and satisfaction
- Deployed data-driven productivity updates, resulting in a measurable increase in overall team efficiency and performance
- Ensured prompt and accurate full and final settlement, including required eligible documents and exit interviews
- Led the performance evaluation process, providing valuable productivity updates
- Monitored housekeeping, security, and maintained company-owned vehicles and leased assets

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



- Provided efficient clerical and administrative support to the Human Resources department, resulting in a 15% improvement in workflow efficiency.
- Established an organized system for collecting, sorting, and distributing incoming job applications, leading to a 20% enhancement in recruitment processes.
- Utilized online channels like Naukri to source potential candidates, expanding the talent pool by 25%.
- Ensured compliance with regulations by developing and maintaining accurate employment-related records, achieving a 100% compliance rate.
- Conducted engaging inductions and provided Code of Conduct training for new joiners, contributing to a 20% improvement in fostering a positive work culture.
- Monitored employee probationary periods, facilitating timely performance evaluations and feedback, improving the evaluation process by 20%.
- Facilitated effective exit interviews, gathering valuable feedback for continuous improvement, leading to actionable insights and a 15% increase in retention strategies.
- Successfully oversaw the full and final settlement preparation process, ensuring 100% accuracy and policy compliance.
- Supported CMMI documentation, contributing to the organization's commitment to quality and process improvement, and maintaining compliance with industry standards.
- Efficiently administered petty cash, guaranteeing 100% proper utilization and accurate record-keeping.

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



- Successfully managed the seamless computing and uploading of ESI and PF data, ensuring 100% accurate and timely processing meeting compliance requirements.
- Spearheaded payroll calculations, resulting in a 20% increase in processing efficiency, and consistently delivered accurate employee pay slips without errors.
- Implemented a robust daily attendance tracking system, reducing discrepancies and enhancing workforce management.
- Evaluated comprehensive face-to-face, telephone, and campus interviews for 100 students, leading to the selection of exceptionally qualified candidates
- Improved compliance and facilitated efficient record retrieval for audits and reporting by 50%.