
K K ARJUN

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PROFILE

Arjun is a Human Resources Associate with extensive experience in recruitment, salary negotiation, statutory compliance, employee engagement, and payroll.

Key skills include:

- Recruitment
- Operations Management
- People Management
- Performance Management
- Statutory Compliance
- Employee Relations

EDUCATION

DR MGR EDUCATIONAL & RESEARCH INSTITUTE
Master of Business Administration (HR / Marketing).

CHENNAI, IN
May 2017

KMM COLLEGE OF ARTS & SCIENCE
Bachelor of Business Administration

Kochi, IN
April 2015

HIGHLIGHTED EXPERIENCE

POPULAR JCB

Senior Human Resource Executive

Kochi, IN
April. 2019 – Present

- Creating recruitment policies around conversion of interns/ part time employees into FTEs
- Responsible for the creation of offer letters, liaising document verifications of employees, and supervising appraisal computation & conducting appraisal interviews
- Educating staff around benefits of ESI and provident fund
- Set up the employee grievance cell to address employee grievances. Created Standard Operating Procedures (SOPs) around employee grievance redressals
- Lead the HRM team during the transition of payroll accounting of staff from the Finance department. Trained subordinates to capture leaves, attendance, calculating deductions, and furnishing salaries of contract staff.
- Recruited over 200 employees during the first and second wave of the pandemic which included senior staff having experience ranging between 10 – 15 years. Collaborated with regional Human Resource Managers to source requirements from other regions
- Created SOPs for grading systems for recruitment to determine the pay scales of full-time staff keeping consideration of years of experience, technical qualifications and performance during the interview

POPULAR HYUNDAI

Human Resource Executive

Kochi, IN
March. 2018 – April. 2019

- Part of the Human Resources Management team that was responsible for the Ernakulam and Muvattupuzha regions encompassing over 25 automotive retail outlets
- Spearheaded the recruitment, salary negotiation, onboarding, and complying statutory compliance (ESI and PF) of 420 FTEs and contract staff
- Assisted in computing and delivering yearly appraisals of all staff members whilst collaborating with various departments
- In charge of recruitment for roles such as Technicians, Sales Executives, Customer Care Executives, Zone managers, and Branch managers
- Conducted recruitment drives in colleges and delivered organizational presentations to attract fresh college graduates
- Delivered People and Culture (P&C) induction for all the new employees and organized various employee engagement activities such as birthday celebrations, annual family gatherings, and conduct games & cultural activities for all employees

PERSONAL

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- **Languages:** English, Hindi, Malayalam and Tamil (Conversational)
 - **Computer:** Office 365