



ARJUN K R

Experienced Operations Executive with a demonstrated history of working in the Airlines/Aviation industry. Skilled in Management, Human Resources, Flight Safety, and Education, Strong Operations Professional with a Master of Social Work - MSW focused on Human Resources Management, Administration, Public relations, and Services from the Sree Sankaracharya University of Sanskrit, Kalady.

Manjapra, Kerala, India

Contact Info

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Address

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Ernakulam, Kerala, India, 683581**

Work Experience



Senior Associate HR & Payroll • Zellis

September 2022 - Present

Coordinating HR and Payroll activities with UK Clients · Payroll Management(Weekly/Monthly) · Transportation management · Training of new joiners · Work from home for teammates in coordination with Admin



Operations Executive • IndiGo Airlines (Interglobe Aviation)

July 2018 - September 2022

· Inventory Control · Stakeholder management · Inventory Management · Inventory Planning · Operations Management · Training · Public Relations · Security and ASC of Aircrafts · Office Administration · Customer Relationship Management · Dispatching · Claim Investigation Vigilance



Security Executive • Spicejet

January 2017 - June 2018

Flight Dispatch · Payroll Management · Payroll Processing · Payroll · Transportation · Dispatching · Flight Safety



HR Officer • Bird Worldwide Flight Service India

August 2016 - January 2017

HR Operations · Administrative Assistance · Executive Administrative Assistance · Inventory Management · Inventory Planning · Vendor Managed Inventory · Human Resources (HR) · Administration · Office Administration · Recruiting · HR Management

Education



2014 - 2016

**Shree Sankaracharya University of
Sanskrit, Kalady**

**Master of Social Work - MSW, Human
Resources Management and Services**



2011 - 2014

Sree Sankara College, Kalady

BSc, Botany/Plant Biology



2009 - 2011

NSS HSS Manickamangalam

Biology, Mathematics

Skills

- Microsoft Office
- Client Engagement
- Staff Management
- Teamwork and Team Leadership
- Adaptable
- Initiative

Hobbies

- Handling Percussion Instruments.
- Actor/Director - Short Films

Languages

- English – Fluent
- Malayalam – Native or Bilingual
- Hindi – Beginner
- Tamil – Beginner

Achievements

- C Certificate (National Cadet Corps)
- AVSEC Certification from Bureau of Civil Aviation Security(BCAS)