

R. SUBASH KRISHNAN

Date of birth : 28-04-1992

Martial status : Married

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TamilNadu, INDIA

CAREER OBJECTIVE:

To strive against the striking challenges in my career and come up with innovative ideas that makes me distinct from others.

ACADEMIC PROFILE:

COURSE	INSTITUTION	BOARD/ UNIVERSITY	YEAR OF STUDY
M.B.A [LOGISTICS]	BHARATHIAR UNIVERSITY	BHARATHIAR UNIVERSITY	2015-2017
B.E. [CSE]	HINDUSTAN UNIVERSITY	HINDUSTAN UNIVERSITY	2010-2014
H.S.C	ALPHA MATRICULATION HR SEC SCHOOL CHENNAI	MATRICULATION	2008-2010
S.S.L.C	ALPHA MATRICULATION HR SEC SCHOOL CHENNAI	STATE BOARD	2006-2008

SKILLS:

- Good Organizational Skills
- Training and mentoring
- Collaborative Teamwork
- Workflow Management
- Documentation Management
- Deadline Management

WORK EXPERIENCE:

REUDAN SHIPPING & LOGISTICS PVT LTD (CHENNAI)

-WAREHOUSE/DOCUMENTATION EXECUTIVE [2017- 2018 MARCH]

- Preparing documents for transportation and export activities
- Preparing daily reports on shipments and delivery schedules
- Preparing certificates of origin, insurance certificates and B/L drafts
- Tracking Shipments/liaising with shippers and forwarders
- Engaging in warehouse activities

FLIPKART INTERNATIONAL PVT LTD (CHENNAI)

-WAREHOUSE EXECUTIVE [2018-2020 APRIL]

- Shipment loading and unloading, creating shipment schedules
- Checking the quantity and identifying defects in goods and materials

- Handling shipment invoices and reports.
- Assuring Reverse Logistics are handled promptly

JAAY INDIA MANPOWER SERVICES (COIMBATORE)

-HR RECRUITER [2020 -2022 MAY]

- Sourcing candidates from local agents and online portals
- Updating job ads on online portals and follow ups
- Conducting background checks, screening

- Handling end-to-end recruitment process
- Maintaining company culture & manage employee benefits
- Following up with offshore employers.

PEACE ON PLATE FOODS PVT LTD (COIMBATORE)

-HR RECRUITER [2022 – OCTOBER 2024]

- Ensuring employees are paid correctly and on time and offering a competitive benefit
- Sourcing candidates, conducting interviews and selecting new hires
- Managing onboarding process & training

- Maintained Payroll processes
- Implemented few stress buster activities to employees
- Handled disciplinary actions

A1 CHIPS & EXPORTS INDIA PVT LTD (COIMBATORE)

-HR RECRUITER [2024 OCTOBER - PRESENT]

- Sourcing candidates by Online portals & agents ,screening & shortlisting
- Handling initial interviews,basic assessment, manpower queries & abesentesim
- Handling Payroll, Onboarding, Offboarding & Training
- Engaging factory rounds & ensuring effective manpower utilization

- Working closely with Dept Managers to understand staffing needs
- Handling PF & ESI Queries.
- Maintaining accurate candidate records
- Handling disciplinary actions
- Arranging weekly meetings,submitting monthly reports

I hereby declare that the above furnished information is true to the best of my knowledge.

Yours Sincerely

[R. SUBASH KRISHNAN]