



AKHIL K A

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WORK EXPERIENCE

01/02/2023 – CURRENT Ernakulam, India

ASSISTANT MANAGER - HR RECRUITMENT & ONBOARDING AFFINIKS INTERNATIONAL

- Collaborate with the General Manager to plan, organize, and execute strategic initiatives.
- Manage client interactions and meet tight deadlines in a high-paced environment, ensuring customer and client satisfaction.
- Oversee day-to-day operations, multitasking efficiently to meet organizational goals.
- Ensure adherence to company guidelines and coordinate capacities for managing multiple projects.
- Create, analyze, interpret, and present reports with a focus on data-driven decision-making.
- Establish and manage schedules for small and large audiences, ensuring effective communication.
- Devise objectives to enhance company productivity in a cost-effective manner.
- Ensure goal and objective attainment, maintaining a safe and clean work environment.
- Provide training to employees, delivering Standard Operating Procedures (SOP) with strong written communication skills.
- Delegate tasks, supervise, lead, and motivate employees through effective communication.
- Analyze and report problems or discrepancies to senior management.
- Assume the role of Senior Manager in their absence.
- Demonstrate superior computer skills in VOXBAY Software, Tata-Tele software, and CRM software.

Key Skills:

- Strategic Planning
- Client Relations
- Project Coordination
- Data Analysis and Reporting
- Schedule Management
- Cost-Effective Productivity
- Software Proficiency (VOXBAY, Tata-Tele, CRM)

14/03/2022 – 31/01/2023 Bangalore, India

BACKGROUND INVESTIGATION AND ONBOARDING SPECIALIST STATESTREET

- Conducted end-to-end background investigations for global SMEs.
- Led training sessions for Level 1 and Level 2 hires.
- Performed quality check analysis of background verification reports.
- Utilized EXE pulling for efficient work allocation within the team.
- Investigated criminal, credit, employment, educational, and global sanction checks.
- Managed background verification processes for multiple accounts.
- Authenticated Company/Institution details and tagged reports based on verification procedures.
- Coordinated with global onboarding, hiring managers, security, employee relations, and compliance teams for decision-making.
- Monitored critical checks in various countries and implemented necessary actions.
- Generated alerts for management and contributed to due diligence creation and approval.
- Conducted detailed investigations of non-green discrepant complex cases.
- Coordinated with employees/candidates regarding Level 1 and Level 2 insufficiencies.
- Managed mailbox activities, demonstrating strong analytical skills.
- Utilized BI TSF tool, ASF tool, and My Workday tool for efficient operations.
- Independently handled complex investigation operations.

Key Skills:

- Background Investigation
- Training and Development

- Quality Check Analysis
- Global Verification Processes
- Coordination and Decision-Making
- Due Diligence
- Detail-Oriented Investigations
- Analytical Skills
- Tool Proficiency: BI TSF, ASF, My Workday

01/12/2021 – 01/02/2022 Ernakulam, India

HR INTERN AKAY NATURAL INGREDIENTS PVT. LTD

- Recorded training activities attended by staff and officers.
- Analyzed policies related to salary, leave, etc.
- Assisted in the preparation of the employees' accident register.
- Collaborated with the Quality Assurance (QA) department.
- Checked the accuracy of the employee accident register.
- Verified details of absentees and overtime for employees.

01/05/2019 – 31/07/2019 Trivandrum, India

INTERN CENTER FOR DEVELOPMENT STUDIES

- Contributed to the execution of the "Kerala Ageing Survey (3rd Wave 2019)" project.
- Assisted in the follow-up study, building upon previous rounds initiated in 2013.
- Supported various aspects of the survey, ensuring smooth operations and data collection.
- Collaborated with the project team to achieve research objectives and milestones.

● **EDUCATION AND TRAINING**

01/09/2020 – 06/10/2022 Bangalore, India

MASTER OF BUSINESS ADMINISTRATION (MBA) Krupanidhi School of Management - Affiliated to Bangalore North University

Website <https://krupanidhi.edu.in/>

01/06/2017 – 30/04/2020 Ernakulam, India

BACHELOR OF ARTS IN ECONOMICS Sacred Heart College - Affiliated to Mahatma Gandhi University

Website <https://www.shcollege.ac.in/>

01/06/2015 – 04/2017 Ernakulam, India

MATRICULATION Sacred Heart Higher Secondary School

Website <https://shplustwo.com/>

01/06/2010 – 04/2015 Ernakulam, India

HIGH SCHOOL C C P L M Anglo Indian High School

● **LANGUAGE SKILLS**

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
HINDI	C2	C2	C2	C2	C2

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
TAMIL	A1	A1	A2	A2	A1
FRENCH	A1	B2	A1	A1	A1
GERMAN	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

HRM | Microsoft Word | Microsoft Excel | Outlook | Zoom | Google Drive | Organizational and planning skills | Microsoft Powerpoint | Team-work oriented | Good listener and communicator | Management skills | Skype | Written and Verbal skills | problem solving | Internet user | Interpersonal skills | Leadership Skills | C++ | Google Docs

● ADDITIONAL INFORMATION

PROJECTS

01/12/2019 – 20/04/2020

A comparative study about the online taxi service and the traditional taxi service with a special reference to the economic impact caused by the online taxi service in the transport sector

20/01/2022 – 20/04/2022

Dissertation report on the onboarding process of employees in the selected it firms

10/08/2022 – 01/09/2022

The impact of locus of control on workplace stress and job satisfaction: a study in Akay natural ingredients Pvt. Ltd