

# NIJAZ NIHAL KC

## HUMAN RESOURCE EXECUTIVE

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 Calicut , Kerala

### PROFESSIONAL SUMMARY

HR Executive with an MBA in Human Resources, specializing in talent acquisition, employee engagement, and compliance. Proven track record of enhancing workplace satisfaction and optimizing recruitment processes, resulting in a 15% increase in employee satisfaction scores and a 90% resolution rate for employee concerns.

### EXPERIENCE

#### HR EXECUTIVE

##### Yoosha Ergonomics Pvt Ltd (MINISTER)

March 2024 - Present

- Managed recruitment processes, including sourcing, interviewing, and hiring candidates.
- Implemented employee engagement programs, increasing satisfaction scores by 15%.
- Resolved employee concerns with a 90% resolution rate within 24 hours.
- Monitored compliance with labor laws, achieving zero violations during audits.
- Oversaw payroll for 100+ employees, ensuring 100% accuracy and timely payments.
- Performed various administrative tasks to support HR operations.
- Led a performance review process that resulted in a 25% increase in employee satisfaction scores, as measured by annual surveys.
- Achieved a 10% reduction in HR operational costs by optimizing vendor contracts and renegotiating service agreements.
- Optimized leave management processes using Keka, resulting in a 50% decrease in leave-related queries and improved employee satisfaction regarding leave policies.
- Fostered a culture of collaboration by promoting the use of Microsoft Teams for cross-departmental projects, leading to a 40% increase in team engagement.

#### HR INTERN

##### Suntek Polymers Pvt Ltd (Cubix Footwears)

August 2023

- Developed a comprehensive understanding of HR operations and best practices.
- Participated actively in recruitment processes, including candidate sourcing and interviewing.
- Contributed to employee engagement initiatives to enhance workplace culture and morale.
- Supported various HR administrative tasks, ensuring efficient operations and compliance.

### EDUCATION

#### Masters Degree in Business Administration

##### HR & Marketing

Adithya Institute Of Technology  
Anna University  
Coimbatore

Aug 2022 - September 2024

#### Bachelors Degree Business Administration

##### HRM

SNES College Of Arts  
Commerce & Management  
Calicut University  
Kozhikode

July 2019 - March 2022

### KEY SKILLS

- Training and Development
- Interpersonal Skills
- Analytical Skills
- Communication Skills
- Recruiting & Onboarding
- Conflict Resolution
- Problem-Solving
- Leadership & Teamwork
- Change Management
- Compliance & Legal Knowledge
- HR Information Systems (HRIS)

## INTERNSHIP TRAINEE

Farmday Pvt Ltd

October 2022

- Assisted in project management by coordinating tasks and timelines to ensure timely completion of deliverables.
- Engaged in cross-functional communication to facilitate collaboration between departments and align project goals.
- Conducted market research to identify trends and opportunities, contributing to strategic decision-making.
- Developed and maintained project documentation, ensuring all stakeholders were informed of progress and updates.

## LANGUAGES KNOWN

- Malayalam**  
(Native)
- English**  
(Proficient)
- Tamil**  
(Advanced)
- Hindi**  
(Moderate)

## WORKSHOPS ATTENDED

- HCG Enterprises Ltd, Bangalore:** Participated in a workshop on Managing Teams and Conflict Resolution, focusing on strategies for effective team dynamics and techniques for resolving workplace conflicts constructively.
- The India Cements Limited, Salem:** Engaged in a workshop that covered Operational Excellence, exploring best practices in process optimization and efficiency improvements within manufacturing environments.
- Sueerraa Alloys Global Pvt. Ltd, Coimbatore:** Attended a workshop on Quality Management Systems, learning about the implementation of quality standards and continuous improvement methodologies to enhance product quality.
- Texvalley Mall, Erode:** Participated in a workshop addressing Retail Management Strategies, focusing on customer engagement techniques and inventory management practices to boost sales performance.
- IAM Calicut:** Attended a workshop that focused on Leadership Development, emphasizing essential leadership skills, emotional intelligence, and effective decision-making in organizational settings.

## SOFTWARES USED

- Keka HR**
- Greyt HR**
- ODOO**