

# K.P MILAN

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## SUMMARY

Worked as HR Assistant, providing payroll support for US clients at Amazon. Proficient in payroll processing, tax compliance, and resolving payroll-related inquiries. Skilled in coordinating with cross-functional teams to ensure accurate and timely payroll delivery. Demonstrated ability to maintain confidentiality and handle sensitive information with integrity. Utilizing HRIS and payroll systems to facilitate efficient payroll operations. Committed to delivering exceptional service to both internal stakeholders and employees. Contributing to Amazon's HR team and supporting its mission.

## PROFESSIONAL EXPERIENCE

01/2023 - 04/2023

Bangalore

HR Assistant

Amazon

- Streamlined payroll processing through the implementation of automated software, reducing processing time by 30% and minimizing errors, resulting in improved payroll accuracy and timely payments for 10,000+ Amazon employees in the United States.
- Ensure 100% and timely payment of salaries and wages.
- Handle payroll inquiries and resolve payroll-related issues for 10,000+ employees.

05/2023 - 08/2023

virtual

Marketing Internship

- Build high-quality 60 backlinks to DA Grains Company for enhanced online visibility and credibility.
- Gained valuable experience in designing social media posters during the internship with Ed Red Institution.
- Got the opportunity to develop 50+ poster design skills during the internship with Wild Valley Resort.
- Acquired hands-on experience in managing Google and Facebook ad campaigns during the internship with DA Grains Company.

## EDUCATION

2021 - 2022

Bangalore

MBA, Marketing Management.

city college Bangalore, Bangalore University

2018 - 2020

Kodagu

Bachelor of Commerce.

ST.annes Degree College, Mangalore university.

2016 - 2017

Kodagu

PUC, Computer science.

Mangalore University.

## TECHNICAL SKILLS

social media marketing

canva designing

google ads

Facebook ad

Mail chimp

seo

amazon

Ms Office

Ms excel

## LANGUAGES

English



Kannada



## CERTIFICATIONS



Digital Marketing

3-month Digital marketing course from Ed Red Institution.



HubSpot Academy

Digital marketing, socialmedia marketing, emailmarketing.



Keyword Research



Google

Google Ad, Search, Measurement, Analytics, creative.