

# Kanan Patel

HR ADMINISTRATIVE ASSISTANT — Administrative Support, HR Operations, & Data Reporting

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## SKILLS

- **HR Platforms:** Workday, ADP, QuickBooks, Salesforce, Office 365 Suite, Excel, CRM tools, Tableau.
- **Data Reporting:** HR Analytics, report generation, payroll support, dashboard creation, Excel automation.
- **HR Operations:** HRIS management, recruitment lifecycle, interview coordination, policy administration.
- **HR Administration:** Onboarding/offboarding, WSIB/OHSA compliance, records, DEI, training support.
- **Administrative Tools:** Executive assistant experience, calendar handling, travel logistics, meeting preparation.

## WORK EXPERIENCE

### Learning Assistant

*Amazon Canada*

May 2024 – Present

*Ontario*

- Coordinated onboarding logistics for new associates quarterly by tracking deliverables, monitoring completion, and standardizing documentation, improving training consistency and reducing processing delays by 35%.
- Facilitated recurring compliance sessions on warehouse safety and HR policy using audit-ready checklists and SOP manuals, increasing operational adherence and inspection clearance rate by 30% within two quarters.
- Streamlined timekeeping records and payroll support through Workday audit trails and multi-level attendance verification, reducing input different discrepancies and administrative rework by 25% across biweekly pay cycles.
- Directed cross-shift skill development initiatives by scheduling certified trainers, tracking participation, & publishing KPIs, boosting role-readiness scores by 22% across departments based on quarterly performance data.

### HR Assistant

*English World Education*

May 2020 – May 2022

*India*

- Administered full-cycle recruitment for 20+ job profiles monthly by drafting role specs, screening resumes, and aligning interviews, reducing average time-to-hire from 18 to 13 days by optimizing sourcing channel efficiency.
- Delivered onboarding workflows for over 200 staff using standardized HR kits, compliance forms, and orientation training modules, increasing first-week task completion rate and employee retention by 35% over two years.
- Maintained centralized HRIS entries and personnel records using Excel-based validation scripts and standardized naming conventions, improving document data integrity and reducing update errors by 30% in quarterly audits.
- Resolved 30+ employee inquiries weekly related to payroll, attendance, and internal transfers using CRM case tracking system, increasing HR helpdesk ticket resolution rate by 40% within SLA-defined timeframes.

## PROJECTS

### Safe and Early Return to Work

*HR Project Consultant*

- Drafted workplace reintegration policies compliant with WSIB by auditing injury records, role demands, and medical constraints, decreasing total reportable incidents by 37% across three departments within six months.
- Reviewed over 120 incident records to analyze systemic gaps in workplace safety metrics, introducing process benchmarks that aligned facility safety ratings with compliance standards across all operational zones.
- Deployed satisfaction surveys post-reintegration and structured response-based feedback loops, increasing return to work experience scores by 20% and reducing grievance escalations through evidence-based tracking.

### Labour Relations Pre-Bargaining Report

*Labour Analyst*

- Analyzed 40+ historical agreements and benchmark contracts to assess proposed clause changes, producing reports that minimized legal ambiguity and quantified projected cost exposures across three bargaining scenarios.
- Formulated a probation policy proposal recommending a 90-day duration based on provincial legal precedents, operational onboarding cycles, and employee attrition patterns, streamlining contract compliance by 100%.
- Calculated payroll processing inefficiencies across legacy schedules and introduced a bi-weekly system framework, cutting transactional overheads by 15% and increasing forecast accuracy in quarterly labor cost projections.

## EDUCATION

### Certificate in Business Analysis

*Conestoga College, Canada*

April 2023 - December 2023

### PGD in Human Resource Management

*Conestoga College, Canada*

September 2022 - April 2023

### Master of Arts in Literature

*Gujarat University, India*

September 2020 - May 2022

### Bachelor of Arts

*Gujarat University, India*

September 2017 - August 2020

## CERTIFICATIONS

- WSIB Health & Safety Compliance