



ANJU MATHEW

Result-oriented professional with a proven record of achievement in conceiving & implementing effective ideas; targeting senior level assignments in **HR Operations** with a leading organization of repute

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👤 Profile Summary

A result-driven professional; offering over 3 years of diverse experience in **HR Operations, Employee Welfare, and General Administration**

Expertise in **collaborating with stakeholders** in assigned service areas, business unit/service lines for sourcing, selecting and hiring qualified candidates **using cost-effective techniques** and in accordance and compliance with organizational policies, procedures and processes

Key player and critical resource who helped in formulating **HR policies, employee engagement activities, employee grievances management and bringing in innovative HR practices**

Outstanding exposure in **Pre & Post Joining Formalities, Issuing Offer Letter, Transfer Requests, Promotions and Stakeholder Management**

Knowledge of using ZING HR portal for employee code creation, claim mapping and off boarding process of leavers; In-depth knowledge of **Taleo Oracle Cloud Software**

Skilled in bridging gap between managers and employees by resolving matters pertaining to performance & development plans, employee conduct, employee management issues, salaries and benefits as well as policies

Effective in augmenting performance levels of associates by directing the implementation of learning initiatives

🛠️ Core Competencies

- HR Management
- Talent Acquisition
- Performance Management
- Employee Lifecycle Management
- Employee Engagement
- Career & Succession Planning
- Recruitment & Retention Strategies
- Negotiation/ HR Operational Process
- Team Building & Leadership

📅 Career Timeline



🎓 Academic Details

- 🎓 **MBA (HRM)** from JDBIMS, SNDT Women's University in 2017
- 🎓 **B.Com.** from Mahatma Gandhi University in 2014
- 🎓 **12th** from SBOA Public School, Ernakulam in 2010
- 🎓 **10th** from Talent Public School, Ernakulam in 2008

👜 Organizational Experience

Since Jun'19 with Aeries Technology Group Pvt. Ltd., **Mumbai** as HR Executive

Key Result Areas:

- ❖ Managing complete recruitment cycle from sourcing to releasing offer letter till the candidate on-boards; planning & conducting walk-in drives to meet the hiring nos.
- ❖ Developing and implementing procedures including communication plans, performance reviews, new hire orientation, training programs, compensation, benefits planning and talent assessments

- ❖ Providing Onboarding support for Mumbai, Hyderabad, Bengaluru and U.S. joiners with respect to documentation, background verification induction, admin IT support, insurance, PF and Payroll inputs
- ❖ Issuing Appointment Letters, Bonafide/Visa Letters, Service Certificates, Transfer Letters and Warning Letters
- ❖ Administering on-time fulfillment of job orders by Sourcing, Screening, Shortlisting, Scheduling, Salary Negotiation, getting approvals from business, releasing offer and following up on joining
- ❖ Analyzing the HR processes, streamlining systems, focusing on improving processes to promote reliability, increase simplicity & enable scalable growth through alignment of organizational processes, systems & culture
- ❖ Creating & sustaining a dynamic environment that generates development opportunities by resolving conflicts & salary issues and motivates high performance amongst team members
- ❖ Entrusting with the responsibilities of:
 - Personal File Management
 - Data Management – Preparation of MIS on active data monthly, exit data and attrition report
- ❖ Supporting HRBP in various engagements and trainings; conducted technical training for client HRBP'S
- ❖ Performing research & analysis on succession planning, retention management and making recommendations to senior management
- ❖ Analyzing attrition to identify trends & patterns; recommending ways to further strengthen employee retention

Previous Experience

Jun'18-Jun'19 with Raheja Universal (Pvt.) Limited, Mumbai as Executive – HR & Admin.

Key Result Areas:

- ❖ Managed recruitment process for mid-level & senior level roles; engaged in sourcing through online portals ;(Naukri & LinkedIn)
- ❖ Coordinated with Hiring Partners, HOD's and Hiring Managers
- ❖ Used Taleo Oracle Cloud Software for Talent Acquisition
- ❖ Coordinated for interviews & interview skills; engaged in salary negotiation, on-boarding & induction process
- ❖ Provided support in manpower planning & execution; prepared Job Descriptions and KRA's and organized Employee Engagement activities

Dec'17-May'18 with Indiabulls Ventures Limited, Mumbai as HR Executive

Key Result Areas:

- ❖ Managed the end-to-end recruitment process and HR Operation for West & South Zone
- ❖ Engaged in On-boarding process & Induction, Salary Negotiation, approval for CTC from respective HOD & Processed salary Administered CIBIL & FCU, AP HR, Attendance Approval, dispatching of cheques
- ❖ Supervised Employee Engagement activities

Jun'17-Nov'17 with Globus, Mumbai as Management Trainee HR & Admin.

Key Result Areas:

- ❖ Led two Globus stores comprising manpower of 60 people; managed end-to-end HR Operations Payroll Management and Statutory Compliance
- ❖ Managed Recruitment Process at PAN India & Store Level
- ❖ Active member of redrafting Company Policies, On boarding, Documentation, Induction Arrangement & processing of Offers, Employee Relations Management and Employee Engagement

Internship/ Projects

- ❖ Kokilaben Dhirubhai Ambani Hospital(Jan-Mar 2016)
- ❖ Summer Project – Pantaloons (HR Operations)
- ❖ Winter Project – Pantaloons (Statutory Compliances)
- ❖ Sectoral Project Retail & Shopping Mall Management
- ❖ Year Long Research Project Job Satisfaction among Employees in Retail Industry

Extracurricular Activities

- ❖ Jan'17-Jan'20- Active Member of **Toastmasters International Group**: engaged in the Membership Renewal, Club Expansion and PR Activities done across Mumbai City. Completed Certification in Public Speaking in Competent Communicator and Advanced Communicator Bronze Path (Public Relations & Speeches by Management). Been speaker and judge for various area level contests
- ❖ Jun'17-Jan'20: Worked as **Joint Secretary of Rotaract Club of Bombay Juhu Beach** in the past and been Master of Ceremony for various Rotaract Events
- ❖ Volunteered for **Dharavi Diary(NGO)** (Jan – March 2018) took Economics classes for tenth class students in weekends



Personal Details

Date of Birth : 25th January 1993

Languages Known : English, Hindi & Malayalam

Address : Smt Kesarbai Bhimani Working Women's Hostel, Savitri Sadan, NS 12th Road,Opp Arogya Nidhi Hospital, JVPD Scheme, Juhu-400049, Mumbai