



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

Since Jun'19

Aeries Technology Group Pvt. Ltd

Jun'18-Jun'19

Raheja Universal (Pvt.) Limited

Dec'17-May'18

Indiabulls Ventures Limited

Jun'17-Nov'17

Globus

- ❖ 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