

# CURRICULAM VITE

**ANJU. G**



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## Personal Particulars

Date of Birth : 14-07-1988  
Name of Father : A.R.Gopalakrishnan  
Permanent Address : 'Rethnambikam'  
Kandala, Karingal,  
Aruviyodu,  
Trivandrum  
  
Nationality : Indian  
Marital status : Married  
Blood Group : 'A' + ('A' Positive)

## AWARDS & HONORS

- Highly effective Recruiter who promotes positive and productive environments. Remains calm and collected in high stress environments.
- Human Resources Recruiter accomplished in sourcing, screening, qualifying and closing candidates, as well as coordinating interviews and follow up.

## Profile Summary

Having a Master's Degree in Human Resource Management and a clear understanding of the multi-faceted human resource, willing to obtain a HR Executive position. A Very Meticulous and highly organized self-starter with accomplished career track in. A strong focus driven individual, excellent negotiator with problem solving capabilities and takes initiatives in supporting management policies and objectives quickly and effectively.

## Academic Education Details

| Year      | Course                             | Institution                               | Board / University                    |
|-----------|------------------------------------|---|---------------------------------------|
| 2009-2011 | MHRM                               | De Paul Institute of Science & Technology | M. G. University                      |
| 2007-2009 | B.A. English Language & Literature | MA College                                | M.G. University                       |
| 2005-2007 | HSE                                | St. Stephens HSS                          | Board of Higher Secondary Examination |
| 2005      | SSLC                               | St. Augustine HSS                         | Board of Public Examination           |

## Work Experience

### H R EXECUTIVE

**KLM AXIVA FINVEST LTD | KOCHI | Nov 2017 - Mar 2019**

- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Update internal databases with new hire information
- Create and distribute guidelines and FAQ documents about company policies
- Gather payroll data like bank accounts and working days
- Develop training and on boarding material
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)

- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Arrange travel accommodations and process expense forms
- Handle recruitment process such as posting advertisement, phone screening for shortlisting,
- arranging interview
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Monitor the implementation of HR policies and procedures followed by managers and staff.
- Prepare confirmation letters, and monitor contract expiry for renewals.
- Update and manage employee records.
- Perform other duties as assigned.

## **H R ASSISTANT**

### **EVEREST INDUSTRIAL LLC | SHARJAH | Sept 2011 - Apr 2016**

- HRIS((ID allotment, Basic Details, Payroll, Compensation, Leave Mgt, Employee Status, Passport, Lab. Contract details, Education, Experience, Training etc..
- Compensation & Benefit Policy (Process) - Employee Health Insurance Additions ,Office Staff Payroll, Sick Leave & Maternity Leave ,Supporting to Leave Salary& Air Passage Allowance and followup with employees, Bank Account Opening & Emirates ID Followup for New Joiners.
- Recruitment - Supporting with Recruitment, Local recruitment advertisement and shortlisting, Overseas agency accounts.
- Labor contracts and visas processing
- Customized Manpower Reports.
- Supporting the development of ERP Systems
- Compensation & Employee Health Insurance Additions ,Office Staff Payroll, Sick Leave & Maternity Leave ,Supporting to Leave Salary& Air Passage Allowance and follow up with employees, Bank Account Opening & Emirates ID Follow up for New Joiners.

### **Key Skills**

- Attentive listening and effective Oral communication skills
- Great at problem solving
- Ability to quickly create and Apply ideas and solutions
- Good leadership skills
- Critical thinker

## Hobbies

- Learning new things
- Listening to music
- Agriculture
- Cooking

## Languages Known

- English, Malayalam, Hindi

## Reference:

- **Mr. Jayakrishnan. P**  
AGM – HR – KLM Axiva Finvest Ltd  
Kochi  
Mob: 8589995062  
Email: [jayakrishnan.p@klmgroup.in](mailto:jayakrishnan.p@klmgroup.in)
- **Mr. Jiby Cherian**  
AGM Micro Finance  
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## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

**ANJU. G**