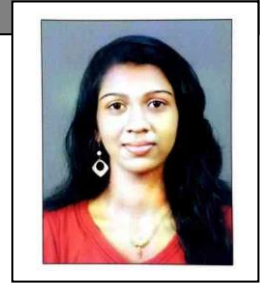


ANJU U

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Brahmamangalam P O, Kottayam Dist.
Pin:686605
Mob no: +91-8547831120
Home : +91-9061530413
Email: anju061993@gmail.com



Career Objective

To pursue a growth oriented career with a progressive company that provides a scope to apply my knowledge and skills that would help me contribute my best to the organization.

Personal Skills

- Enjoy strong logical, analytical, communication, and interpersonal skills
- Work with Dedication and Determination
- High-Energy work ethic and commitment to client service.
- Easily adaptable to any new technology with minimum training.
- Interested in learning new things and in implementation.
- Ability to work individually, in-group.
- Ability to quickly understand various job profiles

Training

- Work study(Internship) at **Hindustan Newsprint Limited, Kottayam**
- Industrial Visit at **Family Plastic, Thiruvananthapuram**
- An organization study at **Hindustan Newsprint Limited, Kottayam**

Experience

- Currently working as **HR Executive at Wipro Technologies.**
- Worked as **HR Executive at Wipro Technologies for IDC Technologies.**
- Worked as **HR Executive at Espina Software Solutions.**

Work Profile

- Managing leave and attendance related queries for Middle East and US employees.
- Handling end to end special leave cases (Document verification, leave application, approval, salary recovery and refund inputs) for employees.
- Ensured for timely submission of payroll inputs with team.
- Given accurate and timely response for employee within allotted time slot.
- Handled final settlements for overall Middle East assignee employees who raise international return travel request.

- Ensured to prepare dashboard, active list and LOP payroll inputs on timely basis.
- Ensured to answer payroll related queries raised by employees.

Skills

- Knowledge of HRM, Accounting and Computer Programmes
- MS-Office(Word, PowerPoint, Access, Excel)
- C++, JAVA
- Written and communication skills
- Efficient Management skills
- Good convincing power
- Target oriented
- Quick learner
- Problem solving skills

Educational Qualification

Course	College	Board / University	Year
M.B.A (H.R & FINANCE)	Allama Iqbal Institute of Management, Thiruvananthapuram	Kerala University	2014-2016
B.COM (Computer Application)	SS College , Poothotta , Ernakulam	MG University*	2011-2014
Plus Two (Commerce)	Bhavans Newsprint Vidyalaya, Velloor, Kottayam	CBSE	2011
SSLC	Bhavans Newsprint Vidyalaya, Velloor, Kottayam	CBSE	2009

Personal Details

Date Of Birth : 16 June 1993
 Language : English, Hindi, Malayalam, Tamil
 Marital Status : Married
 Address : Thekkumthara House
 Brahmamangalam, Vaikom
 Kottayam-686605
 Mobile : 91 8547831120
 E Mail : anju061993@gmail.com

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

ANJU U

Signature