



# ANEESH MATHEW

HR EXECUTIVE

- 9573741170
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- Pathanamthitta Kerala,India

## EXPERIENCE

### Icon Classic

#### Hotel,Kottayam

January 2012 - August 2016

### ST.Gregorios Eye

#### Hospital, Hyderabad

September 2016 - April 2019

### Quilon Beach

#### Hotel,Kollam

August 2021 - January 2022

### Accounts Assistant

Journalizing day to day transactions, Maintaining subsidiary ledgers,Preparing Trial Balance, Preparing Trading and Profit and Loss account and Balance sheet.

### HR Administrator

Resolving Administrative problems,Maintain recruitment related and general HR record and filling, preparing monthly statement of attendance and salary,end of service settlement. Skills in maintaining records and writing the minutes of the meeting and corresponding with external and internal clients.

### HR Assistant

Resolving Administrative problems,Maintain recruitment related and general HR record and filling, preparing monthly statement of attendance and salary,end of service settlement. Prepare employee data and HR activity analysis for HR Manager,conducting induction for newly joined employees,Arranging all type of insurance policies like health,third party,plant and machinery and also hadling its claims,Ensure that documents, reports as presentation are set up prior to any meeting.

## EDUCATION

### Bharathiar University

2019 - 2021

### St.Thomas College

#### Ranni

2009 - 2012

### Govt Higher Secondary

#### School

2007 - 2009

### Govt Higher Secondary

#### School

2006 - 2007

### Mba HR

60%

### Bba

60%

### Plus Two

68%

### SSLC

68%



## OTHER INFO

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### Skills

HR Administration, Ms Excel, Tally

### Languages

English, Hindi, Malayalam

### Interest

Music, Sports

### Others

Exercise, Reading

### References

Available upon request

### Awards

Hard working, Self motivated



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