

## CURRICULUM VITAE

**ANJO GEORGE THARAYIL**

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### CAREER HISTORY

**Creative Style**  
**Hidd ,Bahrain.**

**HR & Admin Officer**  
**August 2018 to Till Date**

#### **Job Responsibilities:**

- Maintain and updating the employee's records with proper supporting documents.
- Maintain a smooth HR tracker system.
- Preparing LMRA visa application documents and process the work visa.
- Preparing job descriptions by coordinating with the department managers.
- Maintaining all personnel records (employment contracts, renewals, performance appraisal etc.)
- Publishing vacancies, screening application forms, short listing applicants and scheduling interviews.
- Coordinating with the accounts department for the process of payroll process as per the company policy.
- Dealing with staff requests/ queries.
- Prepare memos, letters, statements and other official documents.
- To conduct exit and grievance interviews with all departments/ staff.
- Coordinating leave schedules of the employees and arranging travels.
- Maintaining proper files for vehicles and ensuring that the insurance and registration are done on time.

**Mega E & M Trading and Contracting LLC ,**  
**( Company of Traffic Tech Gulf )**  
**PO BOX : 200264 , Doha , Qatar**

**Senior Admin Officer**  
**February 2012 – April2018**

#### **Job responsibilities:**

- Supervising the work of office juniors and assigning work for them.
- Managing all administration related activities and tasks.
- Oversee Company document through its entire lifecycle (Inception to Archival)
- Training, planning, monitoring and performance appraisals of administrative staff.
- Identifying the problems of employees and resolving them quickly.
- Use all internal communication channels to communicate employee relations strategy, plans and programs to all employees.
- Recruiting staff and coordinating interviews.
- Preparing financial settlement for the employees and related records.

- Resolve all problems and issues diplomatically, fairly and generally to the mutual satisfaction of all parties involved.
- Maintain Company and employee records, ensuring important documents can be accessed quickly.
- Conduct exit interviews with leaving employees, collect their feedback, analyze it, present findings to management and suggest improvements to reduce turnover.
- Preparing consolidated administration reports.
- Ad-hoc supervision of site employees and Camp.
- Drafted offer letters And Employment contracts for all new hires.
- Investigate and follow up on grievance, harassment and disciplinary cases, conduct grievance and disciplinary interviews with employees and produce the necessary investigation reports with recommendations.
- Involved in review of employee reward strategy, and proposals for improvement of same.
- Managing timesheet & attendance records for payroll.
- Preparing Salary using WPS format.
- Developed and implemented corporate policies and other relevant documentation.
- Implement initiatives for staff training and development.
- Developed efficiency-enhancing process improvements that made it possible to accommodate increasing Responsibilities necessitated by staff reductions.
- Monitor work environment through issues arisen and alert management about expected possible issues that impact employee performance.
- Decreased office expenditures by implementing needed controls on stock/supplies and standardizing ordering procedures.

**Skylux Telelink Private Limited**  
**#600,15th Cross, Ring Road,**  
**JP Nagar 6th Phase**  
**Bangalore – 560078, India.**

**Senior Executive - Admin**  
**September 2005 – January 2012**

**Job responsibilities:**

- Managed and oversee all daily office operations.
- Oversaw employee relations; identified and resolved all issues and concerns.
- Ensure policy changes, notification, payments and company promotions are handled Expeditiously.
- Provide exemplary, professional customer contact and service at all times.
- Resolve all problems and issues diplomatically, fairly and generally to the mutual satisfaction of all parties involved.
- Schedule employees efficiently for the optimal use of human resources.
- Managed all operations during periods of temporary owner absence.
- Directly assisted owner with all aspects of office administration and management.
- Facilitate smooth communication between internal departments.
- Expertly manage phones, voicemail and scheduling, ensuring all requirements are anticipated and met.

- Maintain perfect file records, ensuring important documents can be accessed quickly.
- Implement initiatives for staff training and development.

### **EDUCATIONAL QUALIFICATION:**

- Master of Computer Application (**MCA**) from Bharathiar University, Coimbatore, India.
- Bachelor of Science (**BSc**) in Computer Science from Bharathiar University, Coimbatore, India.

### **PROJECTS & TRAININGS UNDERGONE:**

**Park Centre , Technopark  
Trivandrum, Kerala , India**

**Project Trainee  
Dec 2004 – March 2005**

#### **Project Name : Bug Tracking System**

The goal of my project work was to create a system to keep of the errors encountered during the life cycle of a software system development project. Errors identified during the analysis, design, coding and testing phases of the project were captured in the Bug Tracking System (BTS) database.

#### **Extra-curricular activities:**

- Was an active participant in college level and school level youth festivals and won many prizes.
- Participated in the other personality development programs and cultural activities of the college.
- Represented as Year representative for the students and college while doing Bsc comp science.

### **Personal profile:**

#### **Permanent address:**

Tharayil House  
Nehru Nagar, Plot No:23  
Thrissur, Kerala, India  
Pin: 680006  
Tel: +91 487 2252379

Passport No	:	J0888467
Place of Issue	:	Cochin
Current Visa status	:	Work visa with Noc
Date of birth	:	25/MAY/1980
Nationality	:	Indian
Marital status	:	Married
Languages known	:	English, Hindi, Tamil, Malayalam,

### **References:**

Written reference available upon request.

**ANJO GEORGE THARAYIL**