

CURRICULUM VITAE



BINU MATHEW

Permanent Address:

4/358 Goverdhan Vilas,
Housing Board Colony,
Sector-14, Udaipur
Rajasthan – 313001

Current Address:

52 Shyam Satya Bungalows
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Gujarat - 382424

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E-Mail –

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Personal Memorandum

Father's Name : Mathew A.V.
Date of Birth : 15th Jan, 1983
Nationality : Indian
Marital Status : Married

Hobbies:

- ✓ Playing guitar.
- ✓ Driving

Career Goal

To work, learn and grow with an organization to reach high level in managerial hierarchy and be instrumental in driving beyond its mission by adhering to its values and cultures and utilizing my potential and talents to its fullest.

Work Experience

Arman Financial Services Ltd
Reporting to Managing Director

Job Profile: HR – Manager (Current Job) December 2011 till date

- ✓ Hand whole HR Department
- ✓ Manpower planning
- ✓ Payroll
- ✓ Training & Development
- ✓ Employee Engagement
- ✓ Retention & Grievance
- ✓ Employee Database Management
- ✓ HR MIS
- ✓ Incentive
- ✓ Statutory formalities
- ✓ Coordinating with Labor Lawyer with issues of the company
- ✓ Handling two companies with the employee strength of 650

Sahayata Micro Finance, Jaipur (Rajasthan)
Reporting to Head of Department (Operations)

Job Profile: Assistant Manager Operation (July 2010 till June 2011)

- ✓ Target planning
- ✓ Gap Analysis
- ✓ Daily Tracking of Staff
- ✓ Recruiting the sales and collection team
- ✓ Budgeting, implementing and monitoring target
- ✓ Analyzing reports
- ✓ All administrative responsibilities
- ✓ Process Control
- ✓ Ensure teams adhere to lending policy and Procedures

Language Known

- ✓ English
- ✓ Hindi
- ✓ Malayalam

Passport Detail

Passport No. F7969131
Issue Date: 20 July 2006
Expiry Date: 19 July 2016

Summer Internship

Company : Rajasthan State
Mines & Minerals Udaipur,
Rajasthan

Project: “Feasibility

Study of MIS assist

Finance Department”.

Current Salary

Current CTC: - 489000 pa

Job Profile: HR Executive & MIS Executive(5th June 2008–30th June 2009)

- ✓ Entire Recruitment Process
- ✓ Handling Data Base, Maintaining attendance
- ✓ Maintain attrition report
- ✓ Employee engagement, training, welfare.
- ✓ Looking Business infrastructure and Survey.
- ✓ MIS Reports

Achievement :

- ✓ Awarded Best performer of the Month.

Pioneer Institute of Management, Udaipur (Rajasthan)

Designation: Lecturer

5th June 2009 – 30th June 2010

Job Profile:

- ✓ Faculty of Finance and IT
- ✓ Handling whole IT Department For College

SRG Global, Udaipur (Rajasthan)

Designation: Customer Service Representative

December 2007 – April 2008

Part time (Night Shift)

Job Profile:

- ✓ Voice Process
- ✓ Process : Holiday Package
- ✓ Wireless Mobile.

The Study Sr. Sec School, Udaipur (Rajasthan)

Designation: Teacher, Office Incharge

May 2005 – October 2006

Job Profile:

- ✓ Teaching Computers Language C++
- ✓ Handling all office work
- ✓ Administration works

My Core Strength

- ✓ Self Motivated and hard worker with a high level of integrity to meet deadlines
- ✓ Willing to learn new skills.
- ✓ Creativity in working.
- ✓ Ability to adapt to fast changing work environment.

Educational Qualification

2014-2015

Pursuing : PGD HRM From Symbiosis centre for distance learning

2006-2008

Course : MBA (Finance & Marketing)
College : Pioneer Institute of Management
University : Rajasthan Technical University, Kota.

2002-2005

Course : B.C.A.
College : Ashiwarya college
University : M.C.R. P.V. (Bhopal)

2001-2002

Course : 12th (Senior Secondary)
School : St. Paul's Sr. Sec. School
Board : C.B.S.E

1999-2000

Course : 10th (Secondary)
School : St. Paul's Sr. Sec. School
Board : C.B.S.E

Achievements & Awards

- ✓ *Voice Process*
- ✓ *Appeared in State Leavle Athletics*
- ✓ *Won Prizes in District Level Athletics*
- ✓ *Captain of School Football Team.*
- ✓ *Passed 'A' Certificate in NCC*

Declaration:

All the details stated above are true to the best of my knowledge.

Place: Ahmedabad

Date:

(Binu Mathew)