

CURRICULUM VITAE

ANUSHAMOL MATHEW.M

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Work Experience: 9 Years

Objective:

To work in a challenging and professional environment where I can perform to the best of my capabilities and knowledge as well as with the assigned job. Handle the job with great sense of responsibility and always expect to make a positive contribution and prove myself an asset to the organization that employs me.

Academic Qualification

- ✓ Completed Bachelor of Engineering (CSE) 2014.
- ✓ Completed Digital Marketing Course ,Tecswn International, Dubai.

Brief Employment History:

Organization : **Rimal Management and Marketing - Dubai**
Designation : HR Recruiter
Period : From November 2023 to June 2025

Organization : **Al Youm Al Mumtaz Consultants - Dubai**
Designation : Admin Cum HR Recruiter
Period : From February 2022 to November 2023

Duties and Responsibilities:

- Design and update job descriptions.
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person).

- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Collaborate with managers to identify future hiring needs
- Review systems and processes and make modifications to address issues.

Organization : **Benvin Technologies - Dubai**
 Designation : Admin cum Receptionist
 Period : From Dec 2021 to February 2022

Organization : **Emsecuric Technologies Pvt. Ltd. – Kerala**
 Designation : Admin Assistant
 Period : From June 2017 to July 2018

Organization : **Reliance Life Insurance - Chennai**
 Designation : Customer Care Executive
 Period : From March 2015 to September 2016

Organization : **Flextronics - Chennai**
 Designation : Administration Assist
 Period : From August 2014 to January 2015

Duties and Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Provides information by answering questions and requests.
- Contributes to team effort by accomplishing related results as needed.

Skills & Abilities:

- ✓ Ability to adapt quickly to any environment and deliver the best in a short time.
- ✓ Willingness and ability to learn new technologies and smart work.
- ✓ Ability to work in a team with pleasing and encouraging attitude.
- ✓ Implementation, hardworking and result oriented professional.
- ✓ Good written and mail communication skills.

Personal Information:

Date of birth	:	15.09.1992
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Malayalam, Tamil, Hindi
Interest	:	Reading, Dancing & Music
Passport No	:	P8650956 (Valid up to 2026)
Visa Status	:	Spouse Visa

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

Place: Dubai

Signature of the Candidate,

Date:

(Anushamol Mathew.M)