



JIJU G MATHEW

Assistant Payroll Admin

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UAE

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EDUCATION

Diploma

Aviation Security (IATA)

- Vision Aviation Academy

HSC & SSLC

- Board of Higher Secondary, Kerala
- Board of Public Examination, Kerala

EXPERTISE

Sourcing

screening

Recruiting

Team Work

Team
Management

LANGUAGE

English

Hindi

Malayalam

Tamil

Experience

Xcel Solution Ltd

Mar 2023- Feb 2024

Assistant Payroll Admin

- Creating salary sheets and reports and Verifying working hours
- Maintain weekly payroll data spreadsheets.
- Assisting the accounting department.
- Checking tax deductions and tax related queries.
- Preparing and updating employee work schedules
- Drafting and maintaining payroll reports

QX Global Ltd

Mar 2022 - Nov 2022

Recruitment Consultant

- Coordinating all aspects of the hiring process, including scheduling interviews, checking references, and preparing contracts.
- Recommending candidates for positions based on their qualifications, experience levels, and cultural fit with the company culture.
- Preparing reports detailing the status of open positions, candidates' qualifications etc.
- Managed End to End Recruitment from identifying the candidate from the telephonic stage till the Final stage of the recruitment process.
- Worked with Accounts / Resource managers on all staffing related issues, such as recruitment, selection of candidates, offers, salary negotiation, interview techniques and closing candidates. --Discuss the "core" of the job description, and deliver exceptional candidates in a timely fashion.
- Gathered and maintained placement statistics for client and internal reports and bench marking purposes. Interviewed candidates to establish a relationship by conducting personal interviews to match skills to a specific client job order while adhering to labor and employment laws.

TECHNICAL KNOWLEDGE

- Basic Operations MS Office – 7/8/Vista

KEY MANAGED ACTIVITIES

- Closing positions
- Job Reminders
- Email Management
- Inbound Call

Management

COMPETENCES

- Participated in Cartooning, Poster Making
- Participated in District level various Competition
- Participated in NCC Camp Activities

iRadius Marketing

June 2016 – Dec 2021

Customer Service Rep.

- Recommends potential services to management by collecting customer information and analyzing customer needs.
- Prepares product or service reports by collecting and analyzing customer information
- Contributes to team effort by accomplishing related results as needed.
- Attracts potential customers by answering product and service questions; suggesting
- information about other products and services.
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Communicating and coordinating with colleagues as necessary.
- Providing feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.

Sports Fitness World

March 2014 – June 2016

Fitness Instructor

- Demonstrate how to carry out various exercises and routines.
- Watch clients do exercises and show or tell them correct techniques to
- Minimize injury and improve fitness.
- Give alternative exercises during workouts or classes for different levels of fitness and skill.
- Monitor clients' progress and adapt programs as needed
- Explain and enforce safety rules and regulations on sports, recreational activities, and the use of exercise equipment.
- Give clients information or resources about nutrition, weight control, and lifestyle issues
- Supporting the development and delivery of fitness programs.
- Assisting members in reaching individual goals.
- Assisting in maintaining and improving the goals of the organization.
- Ensuring the safety of clients during training sessions.
- Conducting an initial assessment of clients' body measurements.
- Monitoring BMI on a regular basis.
- Motivating clients who have reached a plateau in weight loss.
- Handle nutrition and health-related questions
- Refer to and promote fitness packages and plans
- Carry out First Aid and CPR if needed
- Follow safety and hygiene guidelines

Declaration

- I here by declare the information given above is true to the best of my knowledge