

ANIJA.K.PHILIP

ELHADDDAI, NO.49 SUBRAMANIYAPURAM, PUTHUR, MAPPEDU, CHENNAI - 126

M: +91-900-323-5195 E: anija.oliver@gmail.com

CAREER OBJECTIVE:

Aiming to build a career with leading corporate of hi-tech environment, committed and dedicated people which will help me understand my full potential. I would like to place myself in an organization which would provide a competitive, creative and challenging environment so that I can put my skills into practice and that would also offer me to enhance the organization's value.

WORK EXPERIENCE:

**ZION & ALWIN GROUP OF SCHOOLS
Admin Manager**

Oct 2024 to till date

- Workforce management
- Updating the School Policy
- Training the new appointees
- Staff Payroll checking and fixing the salary
- Briefing the Admin Staff for the day to day schedule.
- Checking the performance analysis report of the admin staff on day to day basis
- Meeting the parents for any queries and attending to the complaints raised
- Addressing to compensation and benefits of the staff members.

**ZION & ALWIN GROUP OF SCHOOLS
Office Superintendent (Academics)**

Nov 2012 to Sep2024

- Individual Contributor for Workforce Management and People Management in Zion & Alwin Group of schools which has a strength of 25,000 students.
- Arranging Periodical meetings with the staff members for improvement.
- Arranging Training Need Analysis and providing Training for the Teaching methodology
- Planning and arrangements for an error free question papers
- Preparation of charts for Terminal Examination
- Planning for Session Ending Schedule
- Requirement and planning for the start of the academic year
- Planning for the renewal of mandatory documents
- Individual Contributor for conducting counselling sessions for students to achieve their goals.
- Recruiting adequate staff members for the success of the curriculum.

- Preparation of charts for the adequate checking of all the records
- Payroll preparation
- Maintaining Service registers of all the staff members
- Preparation of charts to view the success and failures of each student.
- Preparation of Result analysis to maintain a good result in the state level.
- Preparation of time table for the staff and arranging Review meetings to view their achievements.
- Renewal of State Board School recognition related work
- Renewal of CBSE Affiliation related work

**SRM Arts & Science College
Soft Skills Trainer**

July 2008 to Oct 2012

- Conducted Soft Skills Training Sessions for UG and PG students.
- Editorial Board member of the college newspaper
- Conducted Training for attending interviews.
- Training Need Analysis for Students to identify their challenges and to be skilled to the required level.
- Training Students improve in communication skills.
- Efficiency of language pronunciation was emphasized in all levels.
- Individual Contributor in Communication laboratory was introduced with all facilities in order to equip the students and improve their language skills.
- English literary club was introduced in order to bring out the talents of the students.
- Language skills were developed by conducting competitions.

**Zion Matric. Hr. Sec. School, Selaiyur
Office Superintendent**

July 2004 to June 2008

- Appropriate planning on all administrative part of work
- Checking the emails and preparing reply for any legal issues and education department queries
- Recruiting staff and fixation of salary
- Preparing the planning schedule for the academic year.
- Allotment of duties and responsibilities and scrutinizing the log book of all the administrative staff
- Conducted periodical meetings of the administrative staff.
- Preparing schedule for the adequate training for the staff for their development
- Played an important role in between the employer and employee
- Maintaining files of the employees

- Organising Programmes – Seminars & Conference.
- Incharge for press and publicity

South India Hydro Carbon and Terminals Pvt.Ltd.,Chennai

August 2003 – June 2004

Administrative Incharge

- Day to day administrative work.
- Handled accounts related work
- Maintained payroll – PF & ESI related files
- Recruiting staff and allotment of duties

Noble Medical Centre & Research Institute Private Ltd, Salem

Dec 1995 to March 2003

Administrative Manager

- Recruiting Staff , Allocation of duty chart
- Controlling and checking of the billing section
- Checking of all the accounts.
- Overall Incharge for stock auditing
- Systematic checking of all the biomedical products

EDUCATIONAL QUALIFICATION:

- M.Phil in English – Vinayaga Missions University
- PG Dip.Personnel Management and Industrial Relation – Annamalai University
- M.A. in English Literature – Madras University – Regular
- B.A. in English Literature – Madras University - Regular

Technical Qualification

- Tally 6.3 version

Date : 21.03.2025

Anija.K.Philip