

JOEL J MATHEWS

Human Resources Executive

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PROFESSIONAL SUMMARY

Organized HR and Admin Executive with 1.5 years of experience in handling HR and administrative tasks. Skilled in recruitment support, employee onboarding, attendance tracking, documentation, and office coordination. Able to manage day-to-day HR operations efficiently and ensure smooth communication across teams. Looking to work in a professional MNC environment to grow and contribute to a strong and organized workplace.

PROFESSIONAL EXPERIENCE

Glunix Electronics Private Limited

Chennai, India

Admin Executive and Digital Media Executive

08/2024 04/2025

Overview:

At Glunix Electronics Pvt. Ltd., I have played a dual-role across HR & Administrative Operations & Creative Digital Media, contributing to both people management and brand development. My efforts have supported organizational growth through efficient HR practices and impactful digital content creation. I've played a key role in shaping the visual identity of Glunix and its sub-brand "Early Circuit," while ensuring smooth internal processes and regulatory compliance.

Key Responsibilities:

Human Resource & Administrative Operations:

- Facilitated job postings, resume screening, and candidate shortlisting.
- Managed onboarding, orientation, and smooth employee integration.
- Addressed employee grievances and supported a positive work culture.
- Oversaw payroll processing including deductions, salary disbursement, and benefits.
- Maintained accurate documentation: attendance, leave, and compliance records.
- Supervised offboarding processes while maintaining confidentiality.
- Monitored and analyzed sales and purchase records monthly.
- Tracked lead inquiries (converted, lost, and pending).
- Handled GST-related documentation to ensure timely compliance.

Creative Digital Media:

- Designed marketing and branding assets: brochures, banners, email signatures, product creatives, and job visuals.
- Created trend-based LinkedIn content supported by custom visuals.
- Developed the brand identity for "Early Circuit" – logo, brochures, banners, and digital creatives.
- Managed social media platforms to ensure consistent brand communication.
- Produced video content for the company's YouTube channel "Tech Know Circuits."

Skills:

Recruitment & Onboarding, Payroll & HR Documentation, Employee Engagement & Grievance Handling, Administrative Coordination, Sales & Lead Tracking, GST & Compliance Management, Graphic Design (Branding & Marketing Assets), Social Media Management, Video Editing & Content Creation, Copywriting for Social Media. Tools: Canva, Adobe Suite, MS Office, Google Workspace, Zoho Tools

Freelancer

Chennai, India

Graphic Designer

02/2024 07/2024

Overview:

As a freelance graphic designer, I provide creative and strategic visual solutions that enhance brand presence across digital and print platforms. My work focuses on delivering consistent, impactful design assets that align with a brand's identity and communication goals. From logo creation to social media graphics and marketing collaterals, I help businesses effectively connect with their audience and stand out in competitive markets.

Key Responsibilities:

Branding & Identity Design:

- Designed professional logos that reflect brand values and appeal to target audiences.
- Created business cards and letterheads to establish a consistent and credible brand image.
- Visual Communication Design (Digital & Print):
- Developed engaging social media templates for Instagram, Facebook, YouTube, and LinkedIn.
- Designed YouTube thumbnails, banners, LinkedIn carousels, and story highlight covers.
- Created print materials such as posters, flyers, brochures, catalogs, invitation cards, and product packaging.

Marketing Creatives:

- Designed email marketing templates and headers tailored for various platforms.
- Created WhatsApp promotional creatives aligned with campaign messaging and brand tone.
- Ensured all designs are optimized for visibility, engagement, and brand consistency across media.

Skills:

Logo Design & Branding, Social Media Designing, Print Designing, Digital Marketing Designing, Brand Identity Development. Tools: Adobe Illustrator, Photoshop, Canva and usage of AI Tools(speed up the creative processes), Understanding of Platform Guidelines (Instagram, YouTube, LinkedIn, etc.).

The Banyan - Emergency Care and Recovery Centre

Chennai, India

Admin Executive

02/2024 07/2024

Overview:

As an Admin Executive, I supported both administrative operations and field-based activities, ensuring smooth day-to-day functioning within the organization. My role spanned financial tracking, inventory management, HR documentation, and event coordination. I also gained valuable experience in social care through direct involvement in client support and rescue operations, reflecting my adaptability and commitment to creating a well-managed and compassionate work environment.

Key Responsibilities:

- Maintained petty cash records and documented all purchase bills for financial accuracy and reporting.
- Assisted the Associate Manager in field tasks and coordinated with supervisors during building inspections.
- Managed inventory and ensured timely distribution of provisions and stationery for client needs.
- Supported employee onboarding and maintained attendance logs and HR documentation.
- Scheduled staff duties for optimal workforce distribution.
- Coordinated internal events such as fundraising drives and special day celebrations.
- Participated in field-level social work including rescue operations and client transfers to ensure safety and care.

Skills:

Administrative Coordination, Petty Cash & Bill Management, Inventory & Resource Management, HR Documentation & Attendance Tracking, Event Planning & Internal Engagement, Staff Scheduling, Field Support & Client Care, Team Collaboration, Crisis Management & Empathy. Tools: MS Excel, Google Sheets, Communication & Reporting Tools.

Education

St.Thomas College of Arts and Science-Chennai Master of Science in Electronic Media M.Sc EM	Chennai, India 08/2021 05/2023
St.Thomas College of Arts and Science-Chennai Bachelor of Computer Application BCA	Chennai, India 07/2018 05/2021
St. John's Matriculation Higher Secondary School Senior Secondary	Chennai, India 2017 2018
St. John's Matriculation Higher Secondary School Secondary	Chennai, India 2015 2016

KEY STRENGTHS

Workplace Culture Promoter Ability to foster a positive work environment.	Detail-Oriented: Carefully handle employee records, documents, and HR tasks to make sure everything is accurate and error-free	Conflict Resolution Specialist Expertise in conflict resolution and mediation.
Strategic Planner Skilled in strategic planning and implementation.	Continuous Learner Always eager to learn new HR tools, policies, and best practices to improve daily operations and support the team more effectively.	

KEY ACHIEVEMENTS

Documentation & Compliance Maintained 100% compliance with company policies and local labor laws, ensuring proper documentation and filing for audits.	Cost Savings Operations Reduced software expenses by 70% by implementing standalone software solutions instead of purchasing full software bundles.	Event Organization Organized company events such as team outing, improving team morale and fostering a positive work environment
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LANGUAGES

English	Tamil	Malayalam
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SOFTWARE SKILLS

Microsoft Office, Zoho CRM, Cronberry CRM, Zoho Workplace, Zoho People, Zoho Payroll, Zoho Books, Adobe Illustrator, Adobe Photoshop, Canva, CapCut, Adobe Premiere Pro

CERTIFICATE

- LinkedIn Workshop - Growth School
- Graphic Design & Video Editing - Udemy
- Personal Branding - Udemy
- Digital Markteing Course - Infozub Digital Academy
- Editing Masterclass - Trainer Central by Prakash Raj