
Pavithra. N

(+91) 9789870373 ♦ paviahadhirai95@gmail.com

I aspire for an environment that would provide me sufficient opportunities and allow me to apply my knowledge and explore creativity with me where I can contribute to the progress of the organization through my best effort.

PROFESSIONAL SUMMARY

- Strong analytical and Initiative Skills
 - Good communication and interpersonal skills, result oriented as an individual and in a team.
 - Develop appropriate code structures of the project.
 - Ability to learn new software quickly.
 - Willing to learn and adapt to multiple development environments.
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PROFESSIONAL EXPERIENCE

- **Worked as a Senior HR recruiter in Micro Integrated India Private Limited (From Jun 2019 To Dec-2019 - Freelancer)**
 - Recruitment support, posting jobs
 - Designing and updating job descriptions
 - Sourcing potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
 - Crafting recruiting emails to attract passive candidates.
 - Screen incoming resumes and application forms.
 - Interview candidates (via phone, video and in-person)

- **Worked as a IT Recruiter in Melkel Global Solutions Private Limited from (July 2019 - Sept 2019)**
 - Recruitment support, posting jobs
 - Designing and updating job descriptions
 - Scheduling and conducting Interviews
 - Maintaining the database and sending day to day reports to hire managers
 - Interactions with clients and completing the task according to the client requirements.
 - Performing in person and phone interviews with candidates.
 - Performing reference and background checks

□ **Worked as a HR as well as Customer Support Executive in MagneSSa Enterprises Private Limited from Sep 2016 – May 2019.**

- Taking care of the distributors, maintain the relationship with the company
- Solving distributors' queries
- Maintaining the reports and records
- Recruitment support, posting jobs on monster, naukri, linkedin and other social media
- Handle phone, Internet and face to face interactions with customer
- Dealing with Adjustments
- Escalating any complaints
- Updating database

□ **Worked as Media Developer in Hurix System Private Limited from Nov 2015– May 2016.**

- Audio sync
- Book publishing
- Image editing
- E-mail support

PROFESSIONAL QUALIFICATION

- Operating System Windows 10
- Good Command over MS Office (Word, Excel, PowerPoint, Outlook), PHP

EDUCATIONAL QUALIFICATION

- MBA HR Loyola College (2015 – 2017).
- B.Com., (Corporate Secretary ship) (2012 – 2015)
From Shri Shankarlal Sundarbai Shausun Jain College for women, Chennai.
- HSC (2011 – 2012)
From Shri Krishnaswamy Matriculation School, Chennai.
- SSLC (2009– 2010)
From Shri Krishnaswamy Matriculation School, Chennai.

PROJECT DONE

- UG : A manufacturer of tapered leaf and parabolic springs for Jamna industries private limited in Sriperumbudur.
- PG : A detail study on selection and recruitment process (MBA HR) in Loyola College.

PERSONAL PROFILE

Name : Pavithra. N
Date of Birth : 27-Mar-1995
Father Name : Nagaraj. N
Languages Known : English, Tamil and Hindi (Read and write)
Marital Status : Single
Permanent Address : No: 26/16, Jayalakshmipuram 2nd street, Nungambakkam,
Chennai – 600 034.

DECLARATION

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

Date :

Place: Chennai

(Pavithra N.)