

## Pavithra Ramu

H R RECRUITER

### Details

Chennai

India

9941622383

[pavithra.ramu@gmail.com](mailto:pavithra.ramu@gmail.com)

### Skills

Ability to Work Under Pressure

Communication Skills

Knowledge of MS Office

Microsoft Office

Social Media Recruiting Tools

### Hobbies

Listening Music and Social Media

### Languages

Tamil

English

Telugu

### Profile

Experienced and self-motivated Human Resources Professional with two years of industry experience administering policies and procedures in the Human Resources Department of a fast-moving technology company. Bringing forth a proven track record of successfully managing Human Resource efforts and serving as a crucial pillar of support for HR teams and employees.

### Employment History

#### HR Co-Ordinator, Aachi Groups of Company Pvt Ltd, Annanagar, Chennai

AUGUST 2020 — JANUARY 2023

- Assisted in maintaining all hard copy files for the HR department.
- Participating in the hiring process, Handing over employment contracts
- Preparing a detailed report of all HR activities, assisting Campus Recruiter in conducting campus interviews
- Recorded and reported employee issues, and brought them to Senior HR members when necessary.
- Preparing interview questions as per the designation.
- Developing reports for interviews conducted and other related things.
- Collaborated with the head of HR to meet and exceed all initiatives.
- Interview job candidates via calls and conduct on-site interviews.
- Coordinate with the management and corporate recruiters to find out the details of staffing requirements.
- Assist with all internal and external HR related inquiries or requests.
- Provide HR support to new hire on-boarding process
- Screen resumes and job application forms.
- Analytical skills to monitor progress of an undertaking and identify areas needing adjustment or improvement
- Arrange venues and schedules for meetings between all of the individuals who will be contributing to a tasks.

#### Customer Service Executive, Teleperformance Global Service, Chennai

NOVEMBER 2018 — APRIL 2020

- Helped to increase customer return rates by providing excellent customer service at all times.
- Provided top of the line customer service to all airport patrons.
- Worked with Customer Service and Product Development departments to enhance overall customer experience.
- Merchant Establishment (ME) for Shopping swiping machine.
- Provided excellent customer service and achieved a high rate of client satisfaction and retention.
- Redirected calls as needed and worked with my supervisor to address any outstanding issues or concerns.
- Kept records, calendars, and company information accessible.
- Keep up-to-date with the latest HR trends and best practices.
- Willingness to manage multiple tasks at once and adhere to guidelines, budgets, and deadlines

#### HR and Administrative Officer, Headway Properties Pvt Ltd, Annanagar, Chennai

FEBRUARY 2006 — NOVEMBER 2009

- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors.
- Served as an assistant to all administrative personnel and acted as a first point of contact for visitors and customers.
- Helped to plan and implement new HR policies, procedures, and standards.
- Remained flexible, adaptable, and punctual.
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Managing House Keeping, Purchasing, Stationeries, EB, Office Rental and Various services.
- Develop training and onboarding material

**Courses:****Tally ERP, National Institute Of Technical Training**

DECEMBER 2004 — MARCH 2005

**Software Testing, Aimore Technology**

AUGUST 2022 — DECEMBER 2022

**Education****Board, Sethu Baskara Matric Hr Sec School, Chennai**

JUNE 1999 — APRIL 2000

**S.A.Polytechnic College, Diploma in Computer Technology,  
Poonamalle, Chennai**

JUNE 2001 — APRIL 2003

**Kalinga University, Bachelor of Computer Application, Raipur**

JUNE 2014 — MAY 2017

**Kalinga University, MBA HR, Raipur**

JUNE 2017 — MAY 2019

**Personal Details:**

Gender : Female

Date Of Birth : 22/April/1986

Address : Thendral Nagar, West Balaji Nagar,  
Kallikuppam, Ambattur, Chennai- 600053