

PAVITHRA B

OBJECTIVE

Use skills for the benefit of the organization in developing their Business. Ability to develop and implement strategies based on current trends. Good team skills and interpersonal skills, good team cooperation; excellent learning ability, can quickly master new knowledge and skills; cheerful and optimistic, job psychograph with healthy mind.

EDUCATIONAL BACKGROUND

Qualification	Institution	Board/University	Year of Passing	Percentage
M.Sc	University of Madras	University of Madras	-	-
BCA	S.D.N.B Vaishnav College For Woman	University of Madras	2017	81%
Class 12	St. Helen's Girls Hr. Sec School	State Board	2014	76%
Class 10	St. Helen's Girls Hr. Sec School	State Board	2012	82%

PROFESSIONAL EXPERIENCE

● ***Jain Housing & Constructions Ltd.,
Senior Executive - HR (July 2018 - Present)***

Promoted to fulfill a board range of HR functions, including recruiting and training for employees. Overseeing disciplinary action and managing HR records. Effectively managed multiple recruitment and retention priorities. Working with senior management to update HR policies and procedures. Committed to channeling my passion for human resources to ensure department operations run smoothly and deliver maximum value to the organization.

Key Responsibilities:

- Preparing job descriptions, advertising and managing the employment process
- Orienting new employees and training for existing employees
- Monitoring employee performance
- Providing counseling on policies and procedures
- Employee engagement
- Proper record keeping of employee information
- Supporting management by solving disciplinary and grievance issues

- Payroll processing
- On boarding and off boarding formalities
- Addressing statutory complaints and making statutory payments on time
- Reviewing and updating the policies
- Ensuring the safety and health of employees
- Disbursing rewards and incentives
- Obtaining BOCW (Building and Other Construction Workers), RC and ISMW licenses for all under construction projects.

Notable accomplishments:

- * Promoted as Senior Executive
- * Received an Award for Taking Additional Responsibilities.

● ***Jain Housing & Constructions Ltd.,
Executive – Telemarketing (Sep 2017 - June 2018)***

Conducting market research to identify selling possibilities and evaluate customer needs. Actively seeking out new sales opportunities through cold calling, networking and social media. Setting up meeting with potential customers with our executives, selling and maintaining relationships with them.

Key Responsibilities:

- Assisting in customer enquiries/Follow up
- Update customer details in software
- Providing the right information based on the customer need
- Achieving targets (Site visits/ Booking)
- Keeping records of customer and project details.

Notable accomplishments:

- * Recognized as Best Performer (Thrice)
- * Recognized for Achieving the Targets before Timeline.

SKILLS

Personal Skills:

- Communication & Interpersonal skills
- Self-Motivated & Quick Learner
- Collaboration skills
- Negotiation & Persuasion skills
- Team Player
- Patience
- Perseverance

Technical Skills:

- ❖ Microsoft Office
- ❖ C, C++
- ❖ HTML, PHP
- ❖ Basic Digital Marketing
- ❖ Basic Photoshop

PERSONAL PROFILE

Name: Pavithra B
Contact No: +91 9566049902
Date of Birth: 09.05.1997
Gender: Female
Age: 25
Nationality: Indian
Languages Known: Tamil, English (Read/Write/Speak)
Address: No.10/22, Swaminathan Street, Alandur, Chennai – 600016.
Hobbies: Cooking, Gardening, Reading Books.

DECLARATION

I hereby declare that the above that all the above information is true and correct to the best of my knowledge and belief.

Date:

Place:

Pavithra B