



MATHIVATHANI R

HUMAN RESOURCE

My Contact

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Technical skills

- HDCA with excellent grade with 'A'
- Tally ERP 9
- Junior and senior English type writing - second class
- Junior Tamil type writing - first class

Soft Skills

- Better communication
- Leadership
- Team work
- Hard and ethical worker
- Flexibility

Education Background

- St. Joseph's College (Autonomous), Trichy
Masters of Arts in Human Resource Management
Completed in 2023 with 79%
Holy Cross College (Autonomous), Trichy
- *Bachelor of Commerce (B.COM)*
Completed in 2021 with 81%
- The Girls Higher Secondary School, Srirangam
XII completed in 2018 with 93.5%
- The Girls Higher Secondary School, Srirangam
X completed in 2016 with 94%

About Me

As a hardworking and ethical individual with excellent communication and leadership skills, I am worked as a HR at ALASS Infotech Solution. I aim to contribute my best to the organization I work for and continue to learn and grow in my career. and also, I am a strong team player and a highly motivated.

Work Experience

Designation: HR

From: Aug 2023 - June 2024

Company Name: ALASS Infotech Solution, Trichy

- Managed the end-to-end recruitment process, including sourcing candidates from various portals, screening profiles, conducting interviews, and scheduling subsequent rounds.
- Facilitated induction programs and provided comprehensive training to new employees
- Conducted weekly counseling sessions, provided suggestions, and collected feedback to address employee concerns and enhance their workplace experience.
- Oversaw the performance appraisal process to evaluate employee performance and support their professional development.

Achievements

2022 - 2023	Academic prize - Class First in major papers with silver medals in MA HRM in the second year - University Rank Holder (First Rank)
2021 - 2022	Academic prize - Class second in major papers in MA HRM in the first year
2015	National JRC (Junior Red Cross) Camp - Best team award for Tamil Nadu

Projects

- 2023 - A study on work-life balance and job satisfaction among women employees in Pothys at Tiruchirappalli
- 2021 - A study on consumer perception towards Horlicks in Tiruchirappalli

Internships

- 2022 (July) - 30 days inter plant training in NLC India Limited, Neyveli, Cuddalore
- 2020 (July) - Auditor office with 75 hours in Breeze Residency, Trichy, S.Chenthilkumar & Co, Thillainagar, Tiruchirappalli

Certifications

- Value added course - Finance at work place with grade 'A'
- One-day placement preparatory workshop at ST. JOSEPH'S COLLEGE, TIRUCHIRAPPALLI
- The labour codes implications and challenges for industries and organizations in India- National seminar - 2 days
- NPTEL- Business law for managers with 94%
- NPTEL- Soft skills development with 63%
- NPTEL- Enhancing soft skills and personality with 75%
- NPTEL- Principles of Human resource management with 57%

Volunteer experiences

- Member of JRC from 2011-2018
- Member of Youth Against Drugs club 2018 - 2021
- Member of Potential Development Club from 2021 - 2023

Personal Profile Info

- Father name: Ravichandran K
- Mother name: Sathiya priya R
- Marital status - Unmarried
- DOB - 25.09.2000
- Nationality - Indian

Languages

- English



- Tamil



References

- Rev. Dr. K. Arockiam SJ,
Former dean, Director of SH Hostel,
Assistant Professor,
Department of Human Resource Management,
St. Joseph's College (Autonomous),
Tiruchirappalli - 02.
- Mr. Louis Victor, HOD,
Department of Human Resource Management,
St. Joseph's College (Autonomous),
Tiruchirappalli - 02.