

NIVETHA THAVAMANI

LONDON, N3 2NB | 07423144876 | nivethanirmalraj@gmail.com

Summary

Accomplished HR executive with expertise in developing policies and managing employee relations. Used keen attention to detail to find company inefficiencies and develop training programmes to enhance team talent. Dedicated to planning and maintaining dependable, skilled teams.

Experience

HR Executive BiosTech Impetus

05/1019 to 09/2022

- Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates.
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions
- Helped solve conflicts, disputes and concerns, offering practical and smart solutions.
- Tracked HR programs closely to assess result and make proactive changes to meet changing demands.
- Held company-wide town hall meetings to convey updates and maintain open lines of communication with employee.

Skills

- HDCA (Ms word, Powerpoint, Tally, Animation)
- Type writing Higher (English & Tami)
- Career progression assistance
- Grievance management
- Workplace conflict resolution
- Employee retention strategies

Certifications

- SOFTWARE DEVELOPMENT TRAINING (HDCA at CSC, Madurai)

Education

POST GRADUATION : Master of Business Administration- (HR)

Madurai Kamarajar University

UNDER GRADUATIONBachelor of Commerce Computer Application

Fathima College Madurai

Internship

Attended Four weeks on Internship training in Aavin Co-Operation Pvt Ltd at Madurai O.C.P.M. Girls Higher Secondary School, Madurai

Projects

Human Resource Management, Hi-Tech Arai Pvt Ltd, Analysing their behaviour to want the management and employees

Languages

Tamil : First Language

English :

C1

Advanced

Hobbies and interests

- Drawing & cooking.