

# Pavithran.S

**Mobile No- 6382118332 Email- ID-** [**mran39968@gmail.com**](mailto:mran39968@gmail.com)

HUMAN RESOURCE & INDUSTRIAL RELATIONSHIP

Dedicated & Enthusiastic HR Professional with more than 1.8 years ‘of experience in achieving End – End Recruitment & HR Operations. Creative & Proactive thinker with the ability to align the needs of employees with the goals and mission of the organization. Committed to building a productive and engaged workforce. Aspiring to Work in Private limited Company.

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# PROFESSIONAL EXPERIENCE

**Experience:**



**Present Employer-** Noel Human Resource Consultancy

Executive-HR | April 2025 -Till Date`

Reporting to Executive - Director

Employees Strength Handled: 450 (NON – IT)



**Previous-** Haarvard Management Consultants

Executive- Talent Search | September 2023 - April2024`

Reporting to Manager - Operations

Position Closed - 8 (Non- IT)

**Previous Company -** Haarvard Management Consultants

**Executive- Talent Search | September 2023 - April2024`**

**Job Description:**

* **Sourced and Screened Profiles Through Job Portals**
* Creating a different strategic planning before Sourcing and getting the relevant input from the Hiring managers. Sourced the Candidates through different job portals like Naukri, Linked in & Indeed. Filled candidates from different industries.
* **Conducted** **Interviews**
* Conducted interviews and assessment to evaluate skills, knowledge, Qualification, Cultural Fit, for technical & non-technical roles.
* **Collaborated** **With Hiring Manager**
* Collaborated with Hiring Manager to Understand the Job Requirement Cycle to Job Posting to Offer Negotiation, Ensuring a smooth candidate Experience.
* **Talent Pipeline**
* Build and Maintain Talent Pipeline
* **ATS Management**
* Have hands on experience in Application tracking system to track candidates, schedule interviews and generate reports.
* **Documentation**
* Support onboarding efforts by coordinating documentation, scheduling orientation and liaising with the HR Team.
* **Diverse Closure**
* Handled and closed diverse range of position from Entry level to Manager level Positions in different industries.

# Present Company- Noel Human Resource Consultancy

**Executive- HR | April 2024 – Till Date**

* Onboarding Employees and Document Verification.
* Payroll Management.
* New Employees Joining Formalities & Opening Bank Account Number Providing.
* Updating Time Office Function (Miss Punch, Leave, OD, & OT) In Attendance Sheet.
* ID card Preparation.
* Generation of Esic & PF Card.
* Documentation & Mailing of Statutory Documents
* Database Management.
* Submission of Half Yearly Returns
* Preparation of Offer Letter
* Preparation of Experience Letter

# Payroll:

* Payroll Process for 450 Employees through Excel.
* PF & ESI Contribution Monthly Basis.

# Statutory Compliance

# Handling Statutory Compliance like EPF & Esic.

# Addition of New Employee in PF Calculation & Deletion of Left Employee in PF Calculation.

# Submitting of EPF Challans, Esic Challans & Other Statutory Documents.

# Portfolio of Achievements & Certifications

# EDUCATION & CERTIFICATIONS

* Post graduate completed in MBA-HR from Sri Manakula Vinayagar Engineering College at Pondicherry in year 2023 with 73 %.
* Under graduate B.com from Raak Arts and science College in year 2021 with 71 %.

# PERSONAL DETAIL

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| Name  Father’ s Name | : Pavithran S  : Srinivasan M | **Permanent Address**  S/ O Srinivasan |
| Date of Birth | : 01. 11. 2000 | Do No-77, 4th Cross Street, |
| Language Proficiency | : Tamil, English | Kolathar Nagar, Ariyankuppam, |
| Marital Status | : Unmarried | Puducherry - 605007 |

# DECLARATION

I hereby confirm that the above-mentioned statements and information are true and correct to the best of my knowledge and belief.

**Date:**

**Pavithran. S**

**Place:**