

# PAVITHRA.M

HR SPECIALIST

✉ pavithramanickam1917@gmail.com

## CONTACT

☎ 8015004329

📍 106/B, Bharathiyar street,  
Devar nagar , Padi, Chennai -  
600050

## PROFILE SUMMARY

My name is Pavithra, and I am a Human Resources Specialist. A Human Resources Manager is responsible for coordinating all administrative activities related to an organization's personnel.Overseeing recruitment, onboarding, and retention strategies.

## EDUCATION

2023 - 2025

UNIVERSITY OF MADRAS

- Master of Human Resource Management

2019 - 2022

SHRI KRISHNASWAMY COLLEGE  
FOR WOMEN

- Bachelor of Commerce

## WORK EXPERIENCE

UNIQ TECHNOLOGIES

2023 - PRESENT

HR Specialist

- Overseeing recruitment, onboarding, and retention strategies.
- Handling workplace conflicts, fostering engagement, and ensuring a positive work culture.
- Managing payroll, benefits, and performance-based rewards.
- Implementing employee learning programs to enhance skills and career growth.

CHARVI AQUA

2022 - 2023

Human Resource Assistant

- Maintaining employee records and updating HR databases
- Handling payroll processing support and benefits enrollment
- Assisting with performance evaluations and training programs
- Supporting compliance with labor laws and company regulations
- Coordinating HR events and employee engagement activities

## SKILLS

- interpersonal abilities
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Ability to handle confidential information with discretion

## LANGUAGES

- English : Fluent
- Tamil : Fluent