**RESUME**

**D PAVITHRA** Phone: +91-9381702336

E-mail: dpavithrabujji@gmail.com

**Career Objective:**

I’m Graduate From **MBA –** Finance and HR specifications . And I am looking for a challenging new role in the industry with the opportunity to work on challenging and diverse projects.

.**Educational Qualification:**

✱ **Chiranjeevi Reddy Institute Of TEchnology |** Anantapur, India | **MBA**  Finance & HR | CGPA 7.91

✱ **Sri Venkateswara Degree And PG College |** Anantapur,India | **Bcom** Computer applications | CGPA 7.86

**Technical Skills:**

**Microsoft Technologies :** MS Office, PowerPoint, Advanced Excel,Google sheets

Tally ERP 9

Good Knowledge in Preparing salary statements and making invoice (ESI,EPF),Payroll

**Work Experience;**

**\*** Worked as a HR Executive at AADYA Projects Pvt limited Hyderabad for period of 2 years from June 2020 to 2022 December

\*Working as HR Executive at SIERRA SOFTWARE SYSTEMS AND SOLUTIONS Hyderabad from March 2023 to Present

**Job Role:**

As a HR Executive at AADYA PROJECTS

Maintaining end to end process, enrollment of employees.

Maintaining of Employee attendance,payroll,Enrollment of ESI and PF

Screening and shortlisting candidates according to requirement

Scheduling and coordinating the interviews

Obtaining feedback from interviewers and analyses the feedback

Taking HR round interviews for negotiations and finalization of all the candidates ,Handling employee referrals

Social media handling (LinkedIn)

**\***As a HR Executive at Sierra software systems and solutions

screening and shortlisting candidates according to requirement

Scheduling and coordinating the interviews

Maintaining up to date employee files and personal records

Enrollment of ESI and Employees PF

Understanding and maintaining cordial relationship with the employees and

Managing leave and attendance of employees and maintaining employee data

Screening candidates through social media ( indeed).

**Personal Skills:**

* Time Management
* Decision making with conviction
* Leadership, Adaptability
* Quick learner
* Ability to work independently
* Good accounting knowledge

# Certified on HR and Finance Topics

1. Human Resource Development Certified From Yale University
2. Financial Marketing Certified From UCI University

**Achievements:**

➤won first in Entrepreneurial event named **NSDP** in National Events | 2020

➤won first in writing competition ,**women Empowerment in SVDC |** 2019

➤won First in seminar on **digital Marketing** in CRIT｜ 2021

**Personal Details**

**Name :** D. Pavithra

**Fathers Name :**D. Viswanath

**Marital Status :** Single

**Declaration**

I, D. Pavithra hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

## Pavithra