

NAVEETH BANU

HUMAN RESOURCES EXECUTIVE

CONTACT

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PROFESSIONAL SUMMARY

Resourceful Human Resources Executive with strong background in talent acquisition, employee relations, and strategic HR planning. Skilled in building cohesive teams, implementing HR policies, and improving employee retention. Proven track record of fostering positive workplace cultures and driving organisational success. Adept at aligning HR initiatives with business goals to enhance overall performance.

WORK EXPERIENCE

Human Resources Executive | 2018 - 2020

Orange Office Technolgy Pvt Ltd- Tamil Nadu , India

- Organised career development workshops, supporting employee growth and progression.
- Conducted performance evaluations, identifying areas for improvement and developing action plans.
- Set up compensation and benefits structures according to market conditions and budget demands.
- Facilitated team-building activities, strengthening collaboration and morale among staff members.
- Managed employee relations, resolving conflicts and fostering a positive work environment.
- Coordinated with senior management to plan and execute organisational restructuring efforts.
- Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates.
- Updated job descriptions, ensuring they accurately reflected role requirements and expectations.

ACADEMIC HISTORY

Annamalai university | 2014-2016

Master of Business Administration

- GPA 8.0

Annamalai university | 2009-2012

Bachelor of Business Administration

- GPA 8.2

SKILLS

- Teamwork
- Active listening
- Recruitment and selection
- Advising
- Proactivity
- Cultural sensitivity

LANGUAGE

- Tamil
- English