

HARSH JAIN

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EDUCATION

**** SS JAIN SUBODH P.G.
COLLEGE - JAIPUR**

- Bachelor of Business
Administration
2018-2021

SKILLS

- HR Management
- Resume Review
- Business Administration
- Customer Relationship
Management
- Community Management
- Grievance Handling
- Recruitment Management
- Business Operations
- MS OFFICE - WORD, OUTLOOK,
EXCEL, POWERPOINT

CERTIFICATION/ AWARDS

- LEAN SIX SIGMA WHITE
CERTIFICATION
- DAZZLER AWARD

LANGUAGES

- ENGLISH
- HINDI

ABOUT ME

Experienced in HR, marketing, and content moderation, I bring a diverse skill set to the table. Having served as a Senior Associate in recruiting services, I possess in-depth knowledge of HR practices and recruitment processes. My stint as a community management intern equipped me with valuable insights into marketing strategies and community engagement tactics, complementing my existing skill set. Additionally, my experience as a content moderator has honed my ability to maintain a safe and constructive online environment.

With a Bachelor's degree in Business Administration, I have a solid theoretical foundation to support my practical expertise. I am adept at multitasking, problem-solving, and collaborating effectively with teams to achieve common goals. My commitment to excellence, coupled with a proactive approach to learning and development, positions me as a valuable asset to any organization seeking a versatile and dedicated professional.

WORK EXPERIENCE

**** SR. ASSOCIATE, RECRUITING SERVICES**

Amazon India (2022-2023).

Tasked with coordinating and scheduling interviews for candidates. Accountable for sending all communication emails to candidates. Delivering feedback to candidates regarding their progression to the next stage of the recruitment process. Experienced in making calls to scheduling the interviews within the ASEAN region. Conducting Root Cause Analysis (RCA) on tasks completed by the team.

**** COMMUNITY MANAGEMENT INTERN**

Gate.io Global Crypto Exchange, India (2021-2022).

Partnered with team members to fortify marketing channels and expand community reach. Managed project timelines and deliverables in collaboration with external vendors. Addressed platform-related user issues to enhance customer satisfaction.

**** CONTENT MODERATOR / COMMUNITY MANAGEMENT**

Realme Community, India (2019-2020).

Skilled in community management, I effectively moderated content and led a team of 10-15 members to ensure timely posting. Through clear communication and guidance, I ensured team members adhered to posting schedules consistently. Additionally, I organized engaging meetups to foster community engagement and strengthen relationships. My experience in community management demonstrates my ability to oversee content, lead teams, and facilitate meaningful interactions within online communities.