



JAYANT BHATIA



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Jayant Bhatia



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Bratislava, Slovakia



AIESEC in Slovakia

SKILLS & EXPERTISE

- Communication with different stake-holders & nationalities.
- Project & Team Management.
- Leadership skills
- Collaboration & Team working
- Adaptability in different working environments.
- Google (Sheets, Docs, slides & calendar) - Upper intermediate
- Microsoft office (Word, excel, powerpoint) - intermediate
- Canva - Upper intermediate

LANGUAGES

- English- Advanced
- Hindi- Native
- German- Basics

HOBBIES

Cricket 

Badminton 

Reading 

Guitar 

Sketching 

PROFILE

Innovative and enthusiastic graduate who is looking to hone his personal and professional skills while contributing to society.

EDUCATION

Bachelors in Business Administration |
Poornima University, Jaipur

Jul 2018 - June 2021

- Bachelor studies in general management, HR, project management & international business.

Primary & High School Education |
Vidya Niketan School, Faridabad

Jul 2016 - 2018

- School leaving exam for English, Physics, Chemistry, Mathematics & Computer science.

WORK EXPERIENCE

English Language Teacher |
Andantino, Sence, Slovakia

Feb 2024 - Present

- Delivering English lessons for Slovak kids from the age of 8 to 16 years English language.
- Leading the course, preparing the agenda, communication with different personalities & suiting the course for their needs.

HR & Operations Manager |
LMDMAX INDIA Pvt. Ltd, Jaipur

May 2021 - August 2022

- Handling the Operations of US-Based Top 500 Delivery Service Providers..
- Preparing & delivering the onboarding & orientation before they get to start work.
- Headhunting & Resume Screening from different platforms like Indeed.

INTERSHIPS

HR Recruiter |
Aashman Foundation

Sept 2020-March 2021

- Recruiting candidates & Introducing them with them with their JDs.
- Conducting thorough onboarding for new recruits.
- Planning out Recruitment Process, personas creation & fulfilling the need the need of organisation based on required position.

Reporting Analyst |
3rd Life

Oct 2019 - Dec 2019

- Sorting out data on Google sheets, MS Excel & making daily reports for clients.
- Analyzing the data from different websites & sorting it out to create proper report for the clients.

AIESEC EXPERIENCE

National Head of Incoming Volunteering
Exchanges | AIESEC in Slovakia

July 2022- June 2024

- Bringing back Global Volunteer product at AIESEC in Slovakia after 3 years.
- Creating the whole model for the product, which includes target audience, market research, finances, legalities, profitability & sustainability.
- Leading a diverse team of 4 individuals from different branches of Slovakia.
- Partnering with more than 100 schools in Slovakia.
- Creating the job description for the volunteers, having a plan to recruit them, while tracking their experience.
- Taking care of 25 volunteers & their whole journey while working on the project & making sure standards being delivered.

Business Development New Sales Member |
AIESEC International

Feb 2024- May 2024

- Creating a database of companies globally through different platforms.
- Approaching the HR, Sustainability & Marketing managers of the companies through email & LinkedIn & making first contact.
- Giving them information about our products, services, to create a partnership with them.

Local Head of Incoming Volunteering
Exchanges | AIESEC in Jaipur

Feb 2021 - Jan 2022

- Partnering with local NGOs, Schools, Universities, and colleges for volunteering projects opening on various SDGs.
- Led a department of 25 young individuals and drove operations through education cycles, customer management practices & client relation management.
- Leading a team of 4 members, dividing the tasks to be conducted & tracking their performance.

Team Leader Incoming Volunteering
Exchanges | AIESEC in Jaipur

Aug 2020 - Jan 2021

- Leading a team of 8 members, delivering AIESEC knowledge, sales capacity building.
- Partnering with schools, NGOs & scheduling meetings to make them understand our project & selling it to them.