

# JYOTHI KUMARI N

 Bengaluru - 560064

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 Jyothi Mishra

## SUMMARY

Driven and analytical postgraduate student pursuing MSc in industrial Psychology, with a focus on employee behaviour, organizational development and workplace well-being. Strong foundation in psychological assessment, talent management and data informed HR strategies. Skilled in applying psychological principles to address real-world workplace challenges, strengthen team dynamics and improve performance.

## WORK EXPERIENCE

### Dindigul Thalappakatti Restaurant Pvt. Ltd

- Supported hiring procedure and onboarding process. June 2025
- Streamlined auditing of HR documents and processed travel claims of employees with accuracy.
- Trained in creating HR paperwork and payroll template including drafting offer letters, appointment letters and experience certificate.

### Be Inspired Advisors

July - october 2024

- Learned and applied professional reporting formats used in coaching and client engagement.
- Created assessment questions aligned with established coaching models.
- Collaborated with the HR team at IQ Gateway to support core HR operations and employee engagement.
- Designed and documented a Leave & Attendance Playbook, streamlining processes and enhancing policy compliance.
- Conducted employee feedback interviews on onboarding experience; analyzed insights and recommended improvements to boost employee satisfaction and retention.

### Akshadhaa Foundation

June 2023 - July 2023

Gained hands-on exposure to behavioral observation and feedback methods through therapy session shadowing. Supported classroom facilitation and curated learning materials, strengthening skills in training design and engagement.

## EDUCATION

### Master of Science in Psychology

2024 - 2026

Mount Carmel College - Industrial psychology

### Bachelor of Arts

2021 - 2024

Kristu Jayanti University - Psychology and Journalism

## SKILLS

- |  |                     |   |
|--|---------------------|---|
| • Onboarding & Orientation             | Employee Engagement | Behavioral Observation & Assessment           |
| • Communication & Interpersonal Skills | Leadership          | Performance Feedback & Evaluation             |
| • Magazine Designing                   | Design Thinking     | Computer (MS Office Suite) & Digital literacy |

## ADDITIONAL INFORMATION

- Certifications:** Advancement in Strategic Human Development, Consumer Psychology, Strategic Planning, Project Management, & personal development - Udemy
- Languages:** English, Kannada, Hindi & Bhojpuri.
- Volunteer & community engagement:** Insight 2024- National Conference on Cognition & Emotion - Through Development Perspective, DemCon 2024, CDP, NSS(2021-2024)