

Contact

www.linkedin.com/in/khushboo-jain-2512ab167 (LinkedIn)

Top Skills

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

Khushboo Jain

Hiring Analytics and Data Science Professionals
Kolkata

Experience

Pylon Management Consulting
Consultant
July 2019 - Present (1 year 2 months)
Kolkata Area, India

Balmer Lawrie & Co. Ltd.
Internship
February 2018 - May 2018 (4 months)
Kolkata, West Bengal, India

The title of my project was 'Manual of service terms and conditions for Officers',

Drafted the manual for Officers, collected and reviewed the responses of Officers regarding their satisfaction on various policies, assisted HR in Recruitment of Apprentice, Maintained employee database.

Education

ICFAI Business School, Kolkata
Master of Business Administration - MBA, HR · (2017 - 2019)

JD Birla Institute, Kolkata
Bachelor of Commerce - BCom, Marketing · (2014 - 2017)

The Heritage School, Kolkata
12, Commerce · (2013 - 2014)

S.T Helens School, Howrah
10, Commerce · (2011 - 2012)