

Vibhuti Jain

918766334361 • jainvibhuti207@gmail.com • Delhi, India 110034

Summary

Motivated Student offering Service in Human Resource Management. Adds value to any organization in need of great collaboration, interpersonal and multitasking abilities. Meets tight deadlines. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- Performance Evaluation
- Human Resources Management
- Project Planning
- People-Oriented
- Team coordination
- Event management
- Communication

Experience

10/2023 - Current

Human Resources Coordinator, **Inspirix @ CVS**, Delhi, India

- Updated student records in HR database system.
- Maintained minutes of the meeting for the department.
- Maintained Student files in compliance with applicable requirements.

09/2023 - Current

Corporate Relations Coordinator, **Green Brigade @CVS**, Delhi, India

- Managed communications with sponsors for the event.
- Sourced speakers and special guests for wide range of corporate, industry and charitable events.
- Conferred with other managers to identify trends or key group interests or concerns.

08/2023 - Current

Junior Associate, **FMA International @CVS**, Delhi, India

- Prepared meeting agendas, attended meetings and recorded and transcribed minutes.
- Supported management team to facilitate task completion and meet performance goals.

Education And Training

Expected in 08/2026

B.A. Vocational, Human Resources Management

College Of Vocational Studies (Delhi University), Delhi

03/2023

High School Diploma

Goodley Public School, Delhi

07/2020

Senior Diploma, Kathak (Lucknow Gharana)

Allahabad Prayag Samiti, Allahabad

Languages

English:

C2

Proficient

Hindi:

C2

Proficient