

## **JYOTI BHUTANI**

H. No. 17/7, Ram Nagar, Karnal

Distt – Karnal, Haryana - 132001

Contact Info. : - +91- 9996481772

E-Mail Address : - cadetjyotibhutani1994@gmail.com



---

### **Career Objective**

Passionate in the belief that Human Resource development is essential to the growth and success of an organization that wishes to scale and achieve higher levels of profitability. Proven track record in successful HR management and implementations. Aggressive and determined to find the strengths and weaknesses of both employees and an organization's culture so as to improve the productivity and profitability of a company.

---

### **Profile Summary**

An HR professional having experience of 4+ years in HR including Recruitment, Pre and Post Joining formalities, HR Operations, Talent Acquisition, at Regional office level, Employee Relations, Exit interviews and Handling all Academics activities. Experience in department retraining, startup and high growth operations, adept at handling employee grievance and people management.

---

### **Academic Qualification**

- Completed Matriculation from HBSE Board in 2009.
- Completed Intermediate from HBSE Board in 2011.
- Graduation (BBA) from Kurukshetra University in 2014.

---

### **Professional Experience**

|                     |  |                               |
|---------------------|--|-------------------------------|
| <b>Company Name</b> | <b>: - Eklavya Educators(Gurugram)</b> | <b>April 2015 – July 2018</b> |
| <b>Designation</b>  | <b>: - Human Resource Manager</b>      |                               |

---

### **Job Responsibilities**

- Staffing and sourcing of candidates.
- Short listing candidates sourced through portal and validating them on their experience and interest on the preferred role.
- Identifying right candidates with required skill that could match with the requirement of the job.
- Preparing requisition, gathering template and sending it to corresponding sourcing lead to initiate suitable candidates. Short listing the profiles sourced and sending it to the respective hiring managers or institutions.
- Meeting hiring managers to understand niche skill profiles & coordinating with them.

- Conducting final round for the selected candidates and negotiating salaries as per the company standards & norms.
- Promptly informing consultants about the rejected candidates as well as the selected ones.
- Preparing reports on the no of closure, internal movements and offer decline numbers to ensure the flow of work to reach the aspire rates.
- Monthly and quarterly headcount and hiring report.
- Vendor Management :- Coordinated with various manpower consultants to procure resources for its operations across India, general screening of the candidate's profile.
- Prepared and introduced a small induction programme for newly hired employees.
- Creating and maintaining database; files & records of employee details. All the documents in relevant folders for HR Department.
- Updating records regularly and sending list of pending assessments to the concerned employees/departments.
- Maintaining HRIS, Attendance, leave management and monthly salary Processing.
- Taking care of timely processing of confirmation appraisal forms which is an ongoing activity and keeping a track of employee's activities in terms of confirmation, promotion and salary re-fixation.
- Completing all resignation & parting formalities. Issuing of acceptance letter; Collecting resignation letter & Processing clearance forms and releasing letter as well as F&F settlement.
- Arrangement of motivational programs such as Birthday Celebrations; Best Employee Award Distribution Etc.
- Encouraging employees involvement to ensure greater achievement. Introducing Monthly Birthday Bash and other cultural activities as a measure of team building exercise.

---

|                     |            |  |                                |
|---------------------|------------|--|--------------------------------|
| <b>Company Name</b> | <b>: -</b> | <b>ICASR Edtech.Pvt Ltd (Gurugram)</b>       | <b>August 2018 – July 2019</b> |
| <b>Designation</b>  | <b>: -</b> | <b>HR Manager &amp; Academic Coordinator</b> |                                |

- Manages administrative and daily operations of a College program, ensuring compliance with university, state, and federal policies and regulations.
- Internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Manage of day-to-day schedule, Guest lecture, Industry Visits program/project activities, as appropriate to program objectives and area of expertise.
- Develops and implements systems and processes to establish and maintain records for the operating unit.
- Handling all academics activities. Assists in establishing and implementing short- and long-range goals, objectives, policies, and operating procedures.
- Develops or assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient operation of the program/project.

## Other Responsibilities

---

1. Handling the counseling part and HR activities.
2. Organizing training - sessions and presentations.

3. Handling the front desk responsibilities.

- Handling counseling team responding to incoming & outgoing calls.
- Keeping a track of students record.
- Taking care of all the correspondence.
- Maintain stationary & attendance sheet on daily basis, scanning & drafting important letters.

## Key Skills

---

- Well versed with Computer Basics & Fundamentals of Internet & E-mailing from website. Manual Account
- Tally 7.2, Tally 9.0, ERP (C-Point com.edu Karnal Branch Haryana – 132001). Express with good typing speed.
- Convincing Ability, Adoptability, Self Motivated & Focused.

## Achievements

---

- Two months training in Liberty Pvt. Ltd. Karnal in 2013
- NCC “B” and “C” certificate holder.

## Favorable Personality Traits

---

- Good command over written and spoken English.
- Effective team player with good co-ordination and personal skills.
- Strong creative and reasoning skills.

## Personal Details

---

|                   |    |  |
|-------------------|----|--|
| 1. Date Of Birth  | :- | 3 <sup>rd</sup> Feb 1994                               |
| 2. Father's Name  | :- | Mr. Harish Kumar                                       |
| 3. Marital Status | :- | Unmarried  |
| 4. Language Known | :- | Hindi & English  |
| 5. Hobbies        | :- | Touring; Learning New Things & Meeting With New People |
| 6. Nationality    | :- | Indian   |

**Dated : -**

**Place:-**

**Jyoti Bhutani**

