

JYOTI BHATI

8929002463

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# OBJECTIVES

Determined guidance counselor with success in helping students achieve educational goals and personal well -being. Talented in meeting the objective of the counselling program by providing preventative education, advocacy, mediation and counselling to students. Sensitive to socio-economic and cultural di erence of students.

# EXPERIENCE

## Rajiv colony ballabgarh

1/2019 - 2/2021

At Jartolia pack mech

i have worked as an account assistant approximately 2 years in jartolia pack mech.

## Lado saray, Delhi

6/2021 - Present

At CCAHR ( cabin crew and hospitality recruitment)

i am working as a counselor and o ce coordinar in CCAHR. Job Responsibilities:- Maintain positive relationship with students, faculty, alumni and administration. Provided one - on - one and group counseling for students. Evaluated and documented student progress and behavior. Gathered necessity paperwork and applications for student to initiate enrollment process.

# QUALIFICATIONS

5/2021 - Present

6/2017 - 12/2020

5/2015 - 3/2016

## MBA (HR)

From Subharthi University

## B.com (ca)

From Aggarwal college

## 10+2

From C.l senior secondary school

# SKILLS

Technical Skills

Management Skills



Reliable and adaptable, MS o ce, Administrative operations, Fast

learner, Filing and documenting, Team player

100%

 Individualised education programs, student record management, counselling and therapy professional, sta management, individual and family support

# LANGUAGES INTERESTS

 Hindi Expert

 Punjabi Basic

 ENGLISH

Expert

 Haryanvi Expert

Singing Playing badminton

Shopping Traveling

# PERSONAL INFORMATION

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| --- | --- | --- | --- |
| Father's Name | Mr . Shyam singh bhati | Date Of Birth | 16/04/1999 |
| Nationality | Indian | Religion | Hindu |
| Marital Status | Single |  |  |

REFERENCES

Request On Demand