

JAYASHREE H. BHATKHORE

CAREER OBJECTIVE

HR and Admin with 5+ years of experience in Admin/HR Work, Hiring process, Coordinating Interview Process, Personnel Management, Client Management and Maintaining Data. Skilled in evaluating, coordinating and taking care of client need which will increase overall growth.

PROFESSIONAL EXPERIENCE

Raft Employment Pvt. Ltd. Kandivali W, Mumbai

Assistant HR

From Aug22 to Jan23 (6 Months)

Profile: Admin work, Hiring process and Personnel management.

Roman Manpower Management Services Pvt. Ltd. Nagpur

HR Freelance Work

From 2021-22 (1Years)

Profile: Admin work, Hiring process, Personnel management and Client Management

TDS Placement Pvt. Ltd. Nagpur

HR Freelance Work

From 2020-21 (1Years)

Profile: Admin work, Hiring process, Personnel management and Client Management.

Bajaj Finance Pvt. Ltd. Nagpur

Admin/ HR

From 2018_2019(1Year)

Profile: (Admin/HR Work, Coordinate interview process, Personnel management, Client Management and Maintaining Data)

Alaknanda Advertising Pvt. Ltd. Nagpur

Accountant

From 2018 (2years)

Profile: (Admin Work, Maintaining Media Contacts, Preparing Bills, Estimating, Scheduling of Advertisements According to Clients.)



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EDUCATION

MBA-2018

G.H. Raison College, Nagpur

B.Com (Comp.) Appli.- 2013

Kamla Nehru College, Nagpur

RELEVANT SKILLS

M.S.C.I.T.

SQL,HTML,CSS