

# 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

From2018\_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. Raisoni College, Nagpur

**B.Com (Comp.) Appli.- 2013**

Kamla Nehru College, Nagpur

## RELEVANT SKILLS

M.S.C.I.T.

SQL,HTML,CSS