

# JASMEET KAUR

Jyothi Colony, Karkhana, Secunderabad-15  
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- A Competent and result – oriented professional looking for an opportunity to use my skills and expertise for the development and growth of the organization and at the same time gaining experience through learning.
  - Strengths include good communication, relationship building, networking, can work independently as well as in team, always ready to learn.
  - Traits include smart working ability, discipline, determination, open minded, learning ability, team work, interpersonal skills and positive attitude.
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## **Work Experience**

- **Dolphin Enterprises – Sr. Manager (April to June 2023)**
  - Managed the recruitment team for sourcing and lead generation
  - Coordinated with the clients for recruitment process
  - Ensuring closure of the hiring leads
  - Conducted activities related to hiring and recruiting for the organization
  - Office management
- **Meena Jewelers – Brand Coordinator (April 2011 to June 2014)**
  - Brand Coordinators for luxury watches
  - Account Management - Coordinated with the company executives
  - Store management – Inventory, order book and purchase/sale
  - Event Management – organized and managed events for the launch of new products / inauguration of new brands
  - Team Management - managed sales executives
- **Self-Employment**
  - Managed business of nutritional dietary products

## **Education and Certification Courses**

- Bachelor of Commerce (B. Com – Computers) from St Francis Degree College for Women, Hyderabad – Batch 2004
- Intermediate (10+2) in M.E.C from St Francis Girls Junior College, Hyderabad in 2001

**Personal Details**

Date of Birth:

21-10-1983

Father's Name:

Jagmohan Singh

Languages Known:

English, Hindi, Punjabi and Telugu

References:

Will be provided on request