

# Navneet jain

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## Objective

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Motivated and detail-oriented B.Com Honors student with a strong foundation in Human Resource and marketing. Aspiring to contribute my skills in team collaboration, diversifying the product, and results-driven approaches gained through internships and coursework. Seeking a challenging position to leverage my educational background and internship experiences for mutual growth in a dynamic environment. - Passionate about human resources with hands-on internship experience. - Seeking a dynamic position to apply academic knowledge and foster team collaboration. - Results-driven mindset with a focus on recruitment and organizational success.

## Work Experience

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### Purchasing Manager

July 2023 - Sep 2023

Omnijobs

- Secured suppliers full functioning in a row.
- Managed the database Organized monthly meetings with the board to review shortages issues.
- Introduced the complete renewed purchasing

### Human Resource and Marketing head

Sep 2023 - Nov 2023

Collegetips.in

- Dedicated and accomplished professional with a proven track record in Human Resources and Marketing leadership roles. Adept at seamlessly integrating HR strategies with marketing initiatives to enhance overall organizational performance. Demonstrated success in developing and implementing comprehensive HR programs while spearheading impactful marketing campaigns. Possesses strong interpersonal and communication skills, fostering collaborative work environments.

## Education

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### Bachelor of Commerce (honours) GGSIPU

Jun 2021 - Jun 2024

12th DAV SV

2021

10th DAV SV

## Skills

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• Team Player: Collaborative, Cooperative, Contributive • Results-Driven: Expert, Proficient, Skilled  
Technical Skills: • Microsoft Office Suite (Word, Excel, PowerPoint) • Data Analysis • Customer Relationship Management (CRM) software • Social Media Management  
Human Resources Skills: • Recruitment and Talent Acquisition • Employee Relations • Training and Development • HR Policy Implementation  
Marketing Skills: • Campaign Planning and Execution • Brand Management • Market Research • Content Creation and Copywriting  
Communication Skills: • Verbal and Written Communication • Presentation Skills • Interpersonal Skills