



Bharti Kansal

Spoken English Trainer, HR Generalist

bharti.kansal911@gmail.com

9034183073

Bhiwani, Haryana, India

linkedin.com/in/bharti-kansal-75a339227

Looking for an opportunity to work closely with an organisation which adds value to my growth and where I can contribute my best.

EDUCATION

M.A. English Literature (American and Indian Literature)

Kurukshetra University

04/2018 - 02/2021

Percentage Obtained
- 62%

WORK EXPERIENCE

HR Consultant

Learntech - Learning Design Studio

09/2023 - 08/2023

- Achievements/Tasks*
- Successfully encouraged and motivated individuals to register on the platform, showcasing persuasive communication and interpersonal skills.
 - Monitored customer satisfaction levels, gathered feedback, and implemented improvements to enhance overall client experience.
 - Utilized data analysis tools to assess client engagement metrics, enabling data-driven decision-making processes.
 - Contributed to the creation of insightful research materials, positioning the organization as a thought leader in the industry.

Spoken English Trainer, HR Generalist

Digital Curves (Vocabulent)

03/2023 - 08/2023

- Achievements/Tasks*
- Demonstrated expertise in full-cycle recruitment, including sourcing, interviewing, and onboarding.
 - Successfully handled employee grievances and maintained a harmonious work environment.
 - Managed HR documentation and records to maintain accurate and up-to-date employee information.
 - Helped in closing sales deals.
 - Trained housewives, working professionals, students in Spoken English

Manager and Proofreader

Tellybest

12/2021 - 02/2023

An online platform for serial updates

- Achievements/Tasks*
- Guided and lead a team of more than 10 people.
 - Devised content strategy for better website performance.
 - Managed website content, gifs, thumbnails and infographics.
 - Content for all social media handles.

SKILLS

Recruitment and Talent Acquisition

Management

Good Orator

Researcher

Employee Relations

Diversity and Inclusion

Intermediate Expertise with MS Office Suite

Leadership and Management

Organizational Development

Canva

Negotiation and Persuasion

Spoken English Trainer

HR Generalist

Adaptability and Flexibility

Client Engagement and Encouragement

PROFESSIONAL EXPERIENCE

1. Took the first round of interview and managed the sales team.
2. Trained all level of students in Spoken English and Grammar.
3. SEO optimized content to increase the reach of the content.
4. Planned the incorporation of images and graphics to enhance the content readability.
5. Handled Wordpress and published the content.

LANGUAGE

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Reading

Playing Badminton

Writing