

# Mitali Jain

+91-7023509558

[mitalinahar21@gmail.com](mailto:mitalinahar21@gmail.com)

**Jowell Life Private Limited, Beawar**

Seeking a position, where I can employ my knowledge, skills, and talent for delivering the best HR practices.

## **WORK EXPERIENCE:**

**Jowell life (Hr. Recruiter & Operations)**  
**Beawar, Rajasthan, India**

**Jan'2020-Present**

### *Hr Duties*

- Conduct interview drives for shortlisted candidates via different modes telephonic and face to face.
- Conducting telephonic interviews to test knowledge, confidence and keenness of the candidates.
- Coordinating with the clients requirements.
- Ensuring all relevant official ID, certificates and employee documents are received on the 1st day of employment.
- Also, Sourcing & screening resumes through various channels like Job sites, Employee Referrals, Networking & References.
- Briefing the candidates about the organization & the job opportunity.
- Calculate monthly payout & incentives of employees every month.
- Regular follow - up with the interviewed candidates.
- Give training to new employees.

### *Operations Duties*

- Managing Jowell Inventory panel Funding of express mart and mini mart of all over INDIA
- Generate the current stock report of the company warehouse , mini mart & express mart every three months .
- Organizing the company events in different states.
- Providing the current Business Volume of each & every client.
- Releasing the payment to the Supplier.

## **Internship:**

**Shree Cement Private limited**  
**Bangur, Rajasthan**

**June'18-july18**

- Initial screening of the resumes based on the job descriptions.
- Maintaining daily trackers and reports over the team.
- Gained knowledge about various sources of Recruiting.
- Study of various types of Human resources.

## Academics

Program	Year	Board/University	Percentage/CGPA
M.Com	2018-2020	SD GOVERNMENT COLLEGE , BEAWAR (MDSU, AJMER )	60%
MBA	2017-2019	MAHARISHI ARVIND INSTITUTE OF ENGINEERING & TECHNOLOGY , JAIPUR ( RTU, KOTA )	71%
B.Com	2014-2017	VARDHMAN GIRLS COLLEGE , BEAWAR (MDSU, AJMER )	69%
Class 12th	2013-2014	CBSE	71%
Class 10th	2011-2012	CBSE	7.2 CGPA

## Additional Courses:

- Completed Certification course on Business Analytics (SPSS).
- I attended a Communication and Soft skills workshop.
- 8 weeks internship at shree cement, Bangur in recruiting, Operations & Marketing.
- Completed certification course in MCAE.
- Worked as a Volunteer at the Jaipur Literature Festival.

## Technical Skills:

Program	Year
Operating System	Windows and XP Professional.
Formatting Tool	MS Office
Hiring Tool	Naukri.com
Accounting Tool	Tally
Others	SPSS

## Achievements:

- Awarded as “VIJAY RATH MISSION” Award in January 2021 at Jowell life.
- Secured 1<sup>st</sup> position in debate competition at Meridian Academy, Beawar
- Secured 2<sup>ND</sup> position in inter dance college competition , Jaipur
- Participated in inter college cricket competition.
- Participated in Intra School Relay Race.