

Jyoti

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Objective

A driven and motivated individual with a strong sense of creativity and confidence. Focussed on building my career in finance and actively seeking opportunities to join a dynamic and progressive organization where I can gain valuable work experience.

Work Experience

Teacher

6 Months

K2 Classes

- Teach 6th, 7th and 9th class in institute
- All subjects

Sales cum Recruiting

8 Months

Universal Tribes

- Social media
- Promoting products Editing
- Calls
- Creating posts

Office Coordinator cum Recruiter

February 2021 - April 2022

SDGM Technologies Pvt Ltd

- In my previous role my main responsibilities were to handle petty cash and provide database.
- Invoice creating
- providing salary, Presentation, multitasking Basic excel, maintaining attendance, ms word Office expenses, scanning, photocopy
- Sales related queries Follow ups (calls/emails) Recruiting

HR Admin

April 2022 to August 2023

DGC Infrastructure Pvt Ltd

- In my previous role my main responsibilities were to handle Cash, files and records.
- Post and checking status of candidates in LinkedIn, Naukri.com and Indeed.
- Maintaining attendance, creat appointments letters and providing salary. Recruiting

- Calls handling and scheduling meetings. Making presentation and data entry
Make office rules and regulations.
- Emails and Police verification done for all employees and maintaining records.
- Review resumes of candidates efficiently and shortlisted the right candidates for the role.
- Coordinate with vendors and Employees
- Shortlists of qualified candidates to hiring managers
- Good knowledge of MS OFFICE especially EXCEL & Word.

HR Admin

August 2023 to present

Dr. Vivek Singh Law Chambers

- Creating invoices for books order
- Provides salary and making salary charts
- Recruitment and scheduling meetings
- Maintaining books
- Photocopy, scanning and Editing
- Register's maintaining (Attendance, courier, books stock)
- Calls and Email
- Day to day activities
- Make office rules and regulations
- Coordinate with vendors and employees
- Maintain own office equipment and stationery supplies
- Sales related queries
- Supervising housekeeping staff

Strength

- Hardworking
- Peace loving
- Honest
- Communication

Education

Govt. Sarvodaya Kanya Vidyalaya

2017

10th Certificate

- 7.5 CGPA

Govt. Sarvodaya Kanya Vidyalaya

2019

12th certificate

- 7 CGPA

Delhi university

2022

BCom

- Graduated With 7.50 CGPA

Computer proficiency

- Microsoft Word
- Excel
- Power point
- Pivot table
- Salary chart
- Presentation
- Canva and photoshop editing
- Database
- Word processing
- Email
- Internet surfing
- Average typing speed
- Downloading
- Spreadsheet

Area of interest

- Exploring
- Learning new skills
- Getting experience
- Sports
- Art

Description

I hereby declare that the above mentioned details are true to the best of my knowledge