

JAYATI BHUTANI

jayatibhutani1234@gmail.com | 7838686778 | EAST UTTAM NAGAR, New Delhi

<http://linkedin.com/in/jayabhutani-6309401a4>

Education

Year	Qualification	Institute
2022 – 2024	MBA (HR And Operations)	B.C.I.P.S. affiliated by G.G.S.I.P.U.
2018 - 2021	BBA	B.C.I.P.S. affiliated by G.G.S.I.P.U.
2017 - 2018	XII	Rich Harvest Public School
2015 - 2016	X	Rich Harvest Public School

WORK EXPERIENCE

Mithila iconic arts 08.2020 - 09.2020 REMOTE

(HR INTERN)

HR Intern with experience in hiring interns using LinkedIn by posting jobs. Successfully managing and mentoring a team of 4-5 interns. I interviewed the candidates (interns) for different job positions.

Think Pc Tech 07.2021 - 08.2021 REMOTE

(HR INTERN)

I learned various aspects of HR during this internship. I recruit the candidates from LinkedIn screening resume.

HRx consultants 08.2023 - 10.2023 REMOTE

(HR INTERN)

HR Intern with experience in IT and Non IT hiring using Naukri , Indeed. Sourcing, screening and shortlisting resumes through various job portals. I played a pivotal role in overseeing the end-to-end recruitment process.

PROJECT WORKS

Customer perception on travel and tourism: - POST COVID-19

Conducted comprehensive research analyzing post-COVID-19 customer perceptions.

Examined safety concerns, and shifting trends, providing actionable insights to inform strategic decision-making.

A study on Consumer attitude towards DTH services offered by the DTH service providers in Delhi City.

Evaluated factors influencing choice, satisfaction levels, and opportunities for service enhancement, providing valuable insights for DTH providers to optimize offerings and customer experiences.

CERTIFICATION COURSES

1. ISO Certified in MS-word, MS- PowerPoint, MS- Access, MS- Excel (Basic to Advanced) April 2021 to June 2021.
2. Time management & increase productivity less stress do more from Udemy (2021)
3. ISO certified Management information system analyst (MIS ANALYST) Oct 2021 to Feb 2022

ACHIEVEMENTS

1. Stood Employee of the week in Mithila Iconic Internship.
2. Crossed target in social media activity in UAS Internship.
3. Participated in cancer beta event in cyber city.
4. Participated in HR conclave 20-20 at APEEJAY school of Management.
5. Participated in various quiz (2020)