



Mamta Khatri

Delhi

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Objective

Aspiring HR professional seeking to leverage my skills and experience in a dynamic organization where I can contribute to growth, drive innovative solutions, and take on challenges that align with my passion for people management and development

Experience

- Top hawks sales outsourcing company** August (2022) - January (2023)
HR INTERN
Assisted in recruitment process and supported HR team in daily operations.
- VR CLASSES** March(2023) - November (2023)
ACADEMIC COUNSELLOR
Guided prospective students through the admission process by evaluating applications, providing personalized counselling and maintaining communication to ensure a smooth transition.
- AVIRAL CLASSES** December (2023) - June (2024)
ACADEMIC COUNSELLOR
Provided tailored academic counseling to help students align their academic pursuits with long-term career goals, resulting in improved student satisfaction and enrollment rates.

Education

- Army public school, sagar** 2016-2017
10th
70%
- Army public school , sagar** 2018-2019
12th
65%
- Baba Farid institute of technology, dehradun** 2019-2022
Bachelor Of Business Administration
7.0/10

Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong communication and active listening skills
- Effective problem-solving and decision-making abilities
- Leadership and team management experience
- Adaptable and quick to learn new systems and processes
- HR processes (Recruitment, Onboarding, Employee Relations)

Interests

- Leadership and team collaboration
- Continuous professional development
- Passion for learning and staying updated with industry trends

Languages

- English (Advanced) Hindi (fluent)

Personal Details

- Date of Birth : 17/12/2000
- Nationality : Indian
- Gender : Female