

CURRICULUM VITAE

JUHI BHARTI

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▮ OBJECTIVE

A Responsible and Challenging Position with Regards to Sincerity and Hard work.

▮ EDUCATIONAL DETAILS

- 10th Class Passed from CBSE Board in 2015 with 8.0 cgpa.
- 12th Class Passed from CBSE Board in 2017 with 70.2 %
- B.B.A Passed from Lucknow University 2020 with 69%

▮ STRENGTHS

- Self Motivated
- Punctuality
- Hardworking
- Responsible

▮ SKILLS

- Ms. Office
- Tally Erp 9
- English Typing

EXPERIENCE

(November 2021 to may 2023)

- 17 months experience as a Back office associate (semi voice process) in HR consultant firm.

JOB ROLE

- Worked for **HEALTHCARE CLIENT**

Assist with day to day operations of the HR functions and duties.

~Provide clerical and administrative support to Human Resources executives.

~ To register the profiles sourced by the recruiters on the premium **healthcare** client's portal for the further process and to screen the profiles by **calling** them.

~ Compile and update employee records.

1. PERSONAL DETAILS

Father's name : Mr. Raj Kumar
Mother Name : Mrs. Shanti Devi
Date of Birth : 24th September 1999
Gender : Female
Marital Status : Single
Nationality : Indian
Languages Known : Hindi, English
Hobbies : Listening Music , cooking .

□ DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

(JUHI BHARTI)