

Janhavi Jain

Bangalore, Karnataka | +91-9353786472 | janhavijain04@gmail.com |
<https://www.linkedin.com/in/janhavi-jain-9aa9a51a2/> |

PROFILE SUMMARY

- HR professional with hands-on experience in end-to-end HR operations, including recruitment, onboarding, performance management, and employee engagement. Skilled in implementing structured processes, improving workplace discipline, and enhancing employee experience. With a strong academic background in HR and International Business, I bring a global perspective to talent management and organizational development, along with experience in high-volume hiring and employer branding.

EDUCATION

Aston University

MSc.in International Business

Birmingham, UK

Sept. 2023 – Sept 2024

International School of Management Excellence

Bachelor of Business Administration in HR

Bangalore, India

Jul. 2018 – Oct 2021

WORK EXPERIENCE

HR Manager

Rotex IT Solutions EST

Aug 2025 - Aug 2026

Dubai/India

- Managed end-to-end HR operations including hiring, onboarding, performance management, and employee engagement.
- Implemented structured HR processes such as 30-60-90 onboarding, attendance/leave policies, and performance tracking systems.
- Led employee engagement and culture initiatives, including team activities, feedback systems, and recognition programs.
- Collaborated with management on organizational planning, discipline enforcement, and process improvements to ensure accountability and efficiency.

HR Intern Team Leader

Heart It Out

Jan 2023 – Mar 2023

Bangalore, India

- Interviewed more than 500 intern and full-time positions.
- Lead and manage a team of employees to achieve organizational goals and objectives.
- Coordinated and conducted new hire intern orientations.
- Managed and guided a team of HR Interns from the filtering of applicants to scheduling interviews.

HR Intern

Heart It Out

Jul 2022 – Sep 2022

Bangalore, India

- Managed job postings, wrote job descriptions, and filtered applicants on Indeed, LinkedIn, Internshala.
- Organized and tracked the interview process, onboarding, and exit of employees.
- Maintained employee records and planned company events.
- Managed company emails and applications.

Social Media Content Creator

Zorain's Studio

Dec 2021 – May 2022

Bangalore, India

- Developed and executed social media content strategies for the company, aligning with their marketing goals.
- Created engaging and visually appealing social media posts, including graphics, videos, and captions, across platforms such as Instagram, Facebook, and Twitter.
- Focused on writing content to boost posts and attract more customers.
- Utilized social media management tools to schedule and publish content, as well as monitor and analyze performance metrics.
- Collaborated with clients and internal teams to brainstorm and implement innovative ideas for social media campaigns, contests, and influencer collaborations.

PROJECTS AND CERTIFICATIONS

- Life Coach Certification** | *Life Coaching, Health Coaching, and Wellness Coaching* Oct 2024 – Feb 2025
- Developed expertise in guiding individuals toward personal and professional growth, holistic health improvement, and overall well-being.
- Investing for Beginners Certification** | *Stocks, Bonds, Cryptocurrency, Real Estate* June 2024 – Oct 2024
- Gained confidence and practical knowledge across key investment areas, including stocks, bonds, cryptocurrency and real estate and developed essential skills to make informed financial decisions and optimize investment portfolios for long-term growth.
- Dissertation Project** | *Global Talent Management* Jan 2024 – Sept 2024
- Successfully completed a research project titled, "Impact of remote work culture on the global talent management strategies of MNC's."
- Data Visualisation-Tableau** | *Data Analysis, Visual Analytics, Data Interpretation* Feb 2020 – Mar 2020
- Successfully completed an in-depth course in Data Visualization, mastering techniques to transform data into insightful, actionable visual formats and gained hands-on experience with tools and principles to create clear, impactful visualizations that communicate complex data effectively
- Singapore Internship Program** | *Business Operations* Jan 2020 – Jan 2020
- Gained hands-on exposure to diverse business operations at Yakult, New Waters, and Volvo and developed insights into production processes, quality control, and strategic management within leading global brands
- Basic Tally Course** | *Voucher Entries, GST and Taxation, Ledger creation* Aug 2019 – Oct 2019
- Gained proficiency in ledger creation, voucher entries, and financial statement preparation

SKILLS AND HOBBIES

- Skills include Excellent Communication, Social Media Proficiency, Microsoft Office Proficiency, Detail-Oriented, Analytical Skills and Creative Thinking.
- Hobbies include Dancing, Swimming and Music.
- Event Planning and Coordination
- Client Relationship Management
- Creativity and Problem-Solving