

# **CURRICULUM VITAE**

## **JUHI BHARTI**

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### **▣ OBJECTIVE**

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

### **▣ EDUCATIONAL DETAILS**

- 10<sup>th</sup> Class Passed from CBSE Board in 2015 with 8.0 cgpa.
- 12<sup>th</sup> 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** : 24<sup>th</sup> 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)**