

Jainendra Jain

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Career objective:

Persuing a master course and looking for internship in the first year to utilize my skills & abilities in the corporate world and aiming at professional growth, being resourceful, innovative & flexible.

Academics Credentials:

Qualification	Year of passing	Percentage/Grade	University/Board
MBA	2022	6.89 1 st Trimester	ITM
BE(Civil)	2018	7.49	RGPV
12th	2014	52.2%	STATE BOARD
10th	2011	5.2	CBSE

Tools/Technical skills

- AutoCAD
- Microsoft Office
- SQL
- Follow ups
- HR recruitment
- ATS tools
- Job posting
- Full recruitment cycle

Training/Projects

- Training on Construction site North Central Railway 1 floor platform no.4 Dholpur at Gwalior Division (Madhya Pradesh)
- Tally software
- Corporate communication

Strength key:

- Smart as well as hard worker
- Doing best in team as well as individual work
- Strategic work according to deadline

Languages known:

English and Hindi

Hobbies:

Painting, reading and collecting all types of old currency.