



Mitsu Jangid

Office Administration/ HR

- Office Management
- Document Management
- Communication Skills
- Time Management Skills
- Data Entry
- Proficiency in software (MS Office Suit)
- Google Workspace
- ERP & Accounting Softwares
- Basic Video and Photo Editing
- Recruitment and OnBoarding Skills
- Employment Relationship Management
- HR policies and Compliances
- Payroll and Benefits Administration
- Performance Management
- Training and Development
- Conflict Resolution
- Leadership Skills
- Team Collaboration

Experience

Branch Coordinator KIDZEE & Mount Litera Zee School, Primary, Jaipur, Rajasthan [June 2022] – [Sep 2024]

- Coordinated daily operations and administrative functions for the primary school, ensuring smooth communication between staff, students, and parents.
- Managed student enrollment processes, including application reviews, interviews, and onboarding, leading to a 15% increase in student intake.
- Organized and executed school events, including parent-teacher meetings, cultural events, and educational workshops, enhancing community engagement.
- Implemented data management practices for student records, resulting in improved accuracy and accessibility of information.
- Collaborated with teachers and school management to develop and implement educational programs aligned with curriculum standards.

Operation Manager & Customer Handling Specialist JN Home Allied Company, Jaipur, Rajasthan, [May, 2018] – [May 2022]

- Directed day-to-day operations, ensuring the efficient flow of production and delivery processes, meeting all client deadlines and maintaining high-quality standards.
- Improved overall productivity by optimizing resource allocation and streamlining workflows.
- Managed a team of 15 employees, providing training, guidance, and performance evaluations, resulting in improved team morale and increased productivity.
- Acted as the primary point of contact for key clients, addressing inquiries, resolving issues, and ensuring a high level of customer satisfaction.
- Collaborated with suppliers and logistics teams to ensure timely procurement of materials and on-schedule delivery of finished products to clients.
- Monitored operational performance through data analysis, providing regular reports to senior management and recommending actionable improvements.
- Established and maintained quality control standards, reducing defects and ensuring that all products met the company's quality benchmarks.
- Successfully retained key clients through proactive communication, understanding their needs, and delivering tailored solutions that met their expectations.

Certification

Volunteer Coordinator [Leaders for Tomorrow], Jaipur, [2017] – [2018]

- Led a team of volunteers in organizing community education programs, including literacy campaigns and after-school tutoring sessions for .
- Managed volunteer schedules, training, and communication, ensuring high levels of engagement and program success.

LinkedIn

LinkedIn Profile: <https://www.linkedin.com/in/mitsu-jangir-87143914a>

BBA graduate with **5 years** of diverse experience in Office Administration, Human Resources, and Coordination. Proficient in managing administrative operations, streamlining workflows, and enhancing organizational efficiency. Skilled in HR functions including recruitment, onboarding, employee engagement, payroll processing, and policy development. Demonstrated expertise in coordinating between departments, organizing events, and managing vendor relations.

Strong communication and problem-solving skills with a proven track record of supporting organizational goals and fostering positive workplace cultures. Seeking a challenging role in a dynamic Dubai-based organization to leverage my education and practical experience.

Contact

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Education

**BACHELOR OF BUSINESS
ADMINISTRATION**
2015 - 2018
BANASTHALI VIDHYAPEETH

Personal Information

Birth Date : 30/ December/ 1996
Marrital Status: Married
Visa Status: Spouse Visa (Valid till 2026)

Language

English - Fluent
Hindi - Native