

# BHAVISHIKA KHATRI

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Address: Chopasni Housing Board, Jodhpur, Rajasthan - 342001

## PROFESSIONAL SUMMARY

Dynamic and adaptable MBA candidate specializing in Finance and Marketing, with strong exposure to HR operations, strategy, and data analysis. Demonstrated ability to manage CRM systems, coordinate recruitment and sales activities, and perform market research. Adept at strategic thinking, team collaboration, and cross-functional roles. Currently leading Operations and HR Strategy at Basttl Media, driving process improvements and team development.

## EDUCATION

**MBA in Finance & Marketing (Pursuing)** – Lachoo Memorial College of Science & Technology, Jodhpur (2024 - 2026)

**BBA - Bachelor of Business Administration** – Lachoo Memorial College of Science & Technology, Jodhpur (2021 - 2024) | Final Year Percentage: 70.3%

## WORK EXPERIENCE

**Basttl Media – Jodhpur, Rajasthan** | Operations & Strategist / HR (Aug 2025 – Present)

- Leading HR strategy, operations, and organizational planning.
- Designing and implementing recruitment and onboarding processes.
- Developing operational policies, performance metrics, and team goals.
- Coordinating with cross-functional teams to streamline project execution.
- Driving internal communication, training programs, and employee engagement initiatives.
- Managing strategic partnerships, vendor coordination, and reporting to management.

**Capistech IT Services – Jodhpur, Rajasthan** | HR & Operations Executive (Aug 2024 – 10th Aug 2025)

- Managed CRM software for incoming interviews and client data.
- Counseled students for IT institute admissions and guided career paths.
- Handled recruitment processes: interview scheduling, coordination, and follow-ups.
- Supported internal communication, documentation, and training sessions.

**Internship - Automobile Dealership, Jodhpur, Rajasthan** | Sales & Operations Intern (May 2022 – Feb 2023)

- Managed billing, insurance calls, and financing in CRM systems.
- Supported operations and sales management for two-wheeler segment.
- Conducted customer interaction, sales support, and market strategy analysis.
- Gained exposure to internal business functions and finance-related tasks.

## SKILLS

- Communication & Interpersonal Skills
- Recruitment & HR Operations
- Operations Strategy & Planning
- CRM / HRM / HRIS Systems
- Financial & Market Data Analysis
- Consultancy & Sales Techniques

- Microsoft Office, Google Workspace, Canva, SEMrush
- Slack, MS Teams
- Confident, Proactive & Curious Learner

## **LANGUAGES**

Hindi – Native | English – Fluent | Punjabi – Native

## **PERSONAL DETAILS**

Date of Birth: 30th October 2003 | Marital Status: Single | Nationality: Indian

Hobbies: Calligraphy, Reading, Watching Documentaries/Movies

## **REFERENCE**

Mr. Kamal Kumar Khatri – Vinayak Motors, Jodhpur - 342001 | Email: kamalkhatri24456@gmail.com | Phone: 9829024456

## **DECLARATION**

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

Signature: Bhavishika Khatri