

# Bhawana Jain

📁 Project Management Intern

📞 +91 7308205762

✉ bhavnajain912@gmail.com

🌐 Bhawana

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Seeking an entry-level position in a Project Management Office (PMO) where I can utilize my analytical skills, organizational abilities, and passion for project management to contribute effectively to the success of projects and the organization.

## 🏢 Work Experience

### Burger Singh

**2023 - Present:** *Franchise Project Manager*

Tasked with overseeing project initiation, facilitating procurement, recruiting personnel, and supervising construction activities. Responsibilities encompass project commencement, procurement assistance, workforce recruitment, and construction management, among other duties, ensuring efficient project execution and resource utilization.

### Saraf Furnitures

**2023 - Present:** *Google Ads Manager*

Leading efforts to expand business operations, elevate brand recognition, and strengthen online visibility.

### Colonial Sweets [Bed and Breakfast]

**2024 - Present:** *PPC Advertiser*

Drove brand awareness, and lead generation to track analytics and identifying areas for improvements

### Keventer's

**2021 - 2022:** *Franchise Project Manager*

Incharge of overseeing the entire lifecycle of franchises from inception to operational readiness, including daily operations management, procurement of goods, and workforce administration. This role entails ensuring smooth franchise establishment, efficient procurement processes, and effective personnel management for operational success.

## 🎓 Education

**Jain University : 2022-2025**

**Bachelors of Business Management in International Marketing**

**CGPA: 8.5+**

**Chartered Institution of Marketing, UK 2022-2025: 2022-2025**

## ⚙️ Technical Skills

- ✓ Tools: JIRA, ASANA, Microsoft Project, Zoho Project, Loom, Google Sheets
- ✓ Communication Management, HR principles, Time and Scope Management, Predictive Methodology

## 🌟 Certifications

- 🌟 Certified Associate in Project Management(CAPM) - Project Management Institute
- 🌟 Google Project Management Certificate - Coursera
- 🌟 Google Digital Marketing and E-Commerce - Coursera
- 🌟 Fundamentals of Search Marketing - Google
- 🌟 Digital Marketing Certificate - Simplilearn