

# Jatin Aneja

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## Experience

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### Ganpati House Of Achievers

#### HR and Marketing intern

- Drafted content for internship/job descriptions, company presentations, and career fair materials.
- Contributed to improving candidate experience by providing timely updates, responding to queries, and collecting feedback.
- Supported end-to-end recruitment by sourcing, screening, and scheduling candidates through job portals and social platforms.
- Assisted in onboarding processes, documentation, and maintaining HR records for interns and new hires.

### Canspire Education and Immigration Consultants | Ambala Cantt, Haryana

#### Immigration Service Coordinator

- Maintained and organized detailed records of applications, follow-ups, and communication logs for accuracy and compliance.
- Coordinated between clients, visa officers, and internal departments to ensure timely submission and updates.
- Created informative and engaging content for the company website, covering visa processes, eligibility, FAQs, and success stories.
- Collaborated with the digital marketing team to optimize content for SEO and social media outreach.

### Madhav Immigration | Kurukshetra, Haryana

#### Academic and Marketing coordinator | 04/2021 - 02/2023

##### Academic Responsibilities:

- Coordinated IELTS/PTE classes, including scheduling, faculty management, and student progress tracking.
- Conducted academic assessments and mock tests to evaluate students' readiness for immigration exams.
- Designed study plans and learning modules customized for individual immigration goals and timelines.
- Facilitated regular feedback sessions with trainers and students to improve course delivery and success rates.
- Maintained academic records and test results for visa documentation and reporting purposes.
- Guided students in understanding language proficiency requirements for various countries and visa categories.

##### Marketing Responsibilities :

- Developed and executed marketing strategies to promote immigration services and training programs.
- Managed social media platforms, curated engaging content, and ran targeted ad campaigns.
- Created promotional materials including brochures, banners, and success story case studies.
- Collaborated with counselors and sales teams to align marketing campaigns with business goals.

## Skills

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Time management, Leadership, Communication skills, English, Content Creation, Counseling, MS Office , Coordinator

## Education

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### Maharishi Markandeshwar (Deemed to be University) | Mullana, Ambala

#### Masters in Business Administration | 07/2025

### Kurukshetra University | Kurukshetra, Haryana

#### Bachelor in Commerce | 03/2023

## Certificates

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IELTS- International English Language Testing System, Human Resource Management- Recruitment and Selection