

CURRICULUM-VITAE

MUSKAN AGARWAL

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OBJECTIVE

Seeking for a challenging position in a reputed organization to work with, in a dynamic environment where I can make the best of my potential and contribute to the organization's growth, excel in professional area and where I can get an opportunity to develop new skills, expand my knowledge, and leverage my learnings.

EDUCATIONAL QUALIFICATION

DEGREE	BOARD/ UNIVERSITY	PERCENTAGE	YEAR OF PASSING	INSTITUTE
MBA (HR & Finance)	AKTU	73.04%	2022	G. L. Bajaj Institute of Management And Research.
B.COM (Accounts Hons)	Vinobha Bhava University	7.09	2018	V.B.U Hazaribagh
12 TH INTERMEDIATE	C.B.S.E.	57.4%	2015	ADARSH VIDYA MANDIR, CHAS
10 TH MATRICULATION	C.B.S.E.	6.6	2013	ADARSH VIDYA MANDIR, CHAS

IT & SOFT SKILLS CREDENTIALS

- Working Experience in MS Word, MS Excel and MS PowerPoint
- Basic knowledge of MS Office

INTERNSHIP EXPERIENCE

RAISE YOU HIGHER (2nd March 2021 to 23rd June 2021)

Exposure in the field of Human Resource Department

- Reviewed Resumes of Candidates
- Scheduled and Conducted Interviews of the selected Candidates
- Offer Letter Preparation and E-mailing after final selection

TWIST AND TOUR (27th June 2021 to 26th July 2021)

- Campus Ambassador for the Social Media Networking
- Handled the Social Media pages of the Company
- Was recognized as Silver Medalist for the program

FLIPKART (8th September 2021 to 24th October 2021)

- Data Entry Operator
- Managing Warehouse Stock Data In Excel

INTER-PERSONAL SKILLS

- Clear Communication Skills
- Leadership and Team work
- Time Management
- Decision Making & Problem Solving
- Adaptability & Ability to work under pressure
- Boolean Search
- Familiar with Naukri, LinkedIn

ACHEIVEMENTS & EXTRA-CURRICULAR ACTIVITIES

- Winner in Inter-School Kho-Kho Competition
- Actively participated in Leadership Skill Program “Business Yoga from Bhagavad Gita”
- Actively participated in Management Development Program on “Posh Act,2013”

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge

Place: Greater Noida

(Muskan Agarwal)

