

MUSKAN JAIN

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OBJECTIVE

To secure a demanding HR role in a respected organization where I can utilize my expertise and academic background.

EDUCATION

	<i>Years</i>	<i>%</i>
MBA (HR) GD Goenka University, Gurgaon	2023 - 2025	82.17%
BBA Amity University, Gwalior, MP	2020 - 2023	75.5%

EXPERIENCE

CARS24 (HR Internship)

March 2025 – Present

- Screened resumes to shortlist potential candidates based on job requirements and company standards.
- Sourced relevant candidates through job portals, internal databases, and social media platforms.
- Coordinated with panel members and candidate to schedule their interviews.
- Conducted regular follow-ups with candidates and interviewers to ensure smooth process flow.
- Collected and documented interview feedback from panel members.
- Used Ats Software (ROCKET) to track candidate information and to schedule interview.

ZUCOL Group (HR Internship)

May 2024 – July 2024

- Managed recruitment process from job postings to candidate selection, including JD creation, resume screening, interviews, and offer follow-up.
- Supported HR activities like RNR Ceremony and employee engagement events.
- Updated HR information system (Zucol) with candidate data and employee details

NayePankh Foundation (Fundraising Internship)

Jan 2024

- Arrange funds for children Education.
- Connect with students and encourage them to contribute in NGO.
- Design Poster for social media to promote campaign with the Help of Canva and VN.

CERTIFICATES

- Business Analytics with Excel, Simplilearn, (November 2024)
- Human Resource Management, Great Learning, (November 2024)
- Power BI Project, Great Learning, (September 2024).
- Data Visualization with Power BI, Great Learning, (September 2024).
- Conflict Management, Great Learning, (April 2024).
- Audio-Visual Communication, Amity University, (2023).

SKILLS

Microsoft Office

Power BI

Canva

Celtx

Recruitment

Teamwork

Conflict Resolution

Leadership

Communication skills

SOCIETIES AND EXTRACURRICULARS

- Content Development Head of HR Club.
- Social Media Team Member of Finance club
- Coordinated on-campus interviews with Co-careers and Tails to Tell at GD Goenka University.
- Volunteered in community service activities.
- Attended GD Goenka University's HR Summit on "Embracing Agility in HR Practices".

Place: Gurgaon

Signature