

Muskan Dhawan

Human Resources & Recruitment Professional

New Delhi

8826281099

muskandhawan1@gmail.com

[https://www.linkedin.com/in/mu](https://www.linkedin.com/in/muskan-dhawan-2bb109151/)

[skan-dhawan-2bb109151/](https://www.linkedin.com/in/muskan-dhawan-2bb109151/)

EXPERIENCE

The Hosteller Hospitality, New Delhi— HR

February 2020 - May 2020

Handled and managed all the HR functions like Recruitment, HR Policies & Procedures, Employee Engagement, etc. solely.

Collegedunia.com, Gurugram— Talent Acquisition Associate

October 2019 - January 2020

Handled all the manpower requirements in the IT/Technical department of the organisation and employee engagement.

NLB Services, Noida— Technical Recruiter

June 2018 - October 2019

Worked with fortune 500 companies in the US to fulfil their IT recruitment requirements. Recruited for various positions like SAP, Oracle, Developers, Quality Assurance and more.

INTERNSHIPS

Silaris Pvt. Ltd, New Delhi— HR Intern

June 2017 - August 2017

Helped in fulfilling the manpower requirements of the organisation and assisting with HR Policies and Procedures.

EDUCATION

University School of Management Studies (GGSIPU), New Delhi— Executive MBA (HR & Marketing)

August 2019 - July 2021

CPJ College of Higher Studies (GGSIPU), New Delhi— Bachelor's of Business Administration (BBA)

August 2015 - May 2018

Mira Model School, New Delhi— Commerce

SKILLS

IT/Non IT Recruitment

Employee Engagement

HR Policies and Procedures

Employee Induction

HOBBIES

Travelling

Poetry

Netflix

Photography

LANGUAGES

English

Hindi