**CURRICULUM VITAE**

**Muskan Bajaj**

H.NO.1/6116,Ist floor, East Rohtas Nagar

Shahdara,

Delhi-110032

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### Career Objective:

To continuously upgrade my skills and knowledge and try to give my best truthfully, faithfully, and to the best of my ability.

**Skills:**

* Self motivated
* Good Communication skills

**Academic Qualification:**

* 10th passed from CBSE Board in 2012.
* 12th passed from CBSE Board in 2014.
* B.A(Eng Hons.) from DU School of open learning in 2017.
* Pursing MBA in HR from NMIMS.

**Professional Qualification:**

* Master of Software Engineering(MDSE) from DICS Preet Vihar(2014 to 2017).

**Internships:**

* **3 months as Quality Analyst in Perennial Life sciences**
* **3 months as HR-Executive in VHR Professionals.**

**Work Experience:**

* Worked as HR-Executive in Maple fly Services Pvt Ltd.(April 2018 to July 2020)

**Job Responsibilities:**

* Assisting with day to day operations of the HR functions and duties
* Providing clerical and administrative support
* Deal with employee requests regarding human resources issues, rules, and regulations
* Properly handle complaints and grievance procedures
* Coordinate communication with candidates and schedule interviews
* Conduct initial orientation to newly hired employees
* Assist our recruiters to source candidates and update our database
* responsible for screening resumes to determine which candidates meet the minimum requirements. Recruiters then move chosen candidates on to the next step in the hiring process.
* Partnering with hiring managers to determine staffing needs
* Screening resumes
* Performing in-person and phone interviews with candidates
* Administering appropriate company assessments
* Performing reference and background checks
* Making recommendations to company hiring managers
* Coordinating interviews with the hiring managers
* Following up on the interview process status
* Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
* Communicating employer information and benefits during screening process
* Staying current on the company’s organization structure, personnel policy, and federal and state laws regarding employment practices
* Completing timely reports on employment activity
* Conducting exit interviews on terminating employees

**Hobbies:**

* **Listening Music**
* **Creative writing**

**Personal Details:**

**Father’s Name : Mr. Naveen Kumar Bajaj**

**Date of Birth : 19-09-1996**

**Gender : Female**

**Marital Status : Unmarried**

**Nationality : Indian**

**Languages Known : English & Hindi**

**I vouch for authenticity of above mentioned facts.**

**Muskan Bajaj**