

MUSKAN PAL

HR Executive -Talent Management

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CAREER OBJECTIVE

Human Resources Trainee with 1.5+ Years of people management experience. Currently looking for opportunities to utilize my skills in operations, internal program development and management, employee relations, and talent management. The aim is to contribute to a company's overall strategic plan and direction by leveraging their expertise in these areas.

EXPERIENCE

↳ SARACA SOLUTIONS PVT. LTD (Jan 2022- June 2023)

- Employee onboarding and induction
- Processing and generating offer letters.
- Employee documentation and verification
- Background verification
- Employment agreements
- Leaves and attendance data management
- Payroll coordination
- Report generation and analysis
- Employee development and performance management
- Conducting employee engagement activities
- Exit management and generating relieving letters and experience letters.
- Full and final settlement process for relieved employees
- Handling HR module on HR software (Keka)

INTERNSHIPS

↳ HR-Trainee-BasketHunt Pvt Ltd

Oct 2021-Nov 2021

↳ HR-Trainee-IFORTIS Worldwide

Aug 2021-Sep 2021

↳ BD-Intern-Innovators & You

Jul 2021-Aug 2021

ACADEMIC CREDENTIALS

Year	Criterion	Board/University	Score
2020-22	MBA	IIMT University, Meerut	First Division
2017-20	B. Com	C.C.S University	Second Division
2017	XII	CBSE Board	First Division
2015	X	CBSE Board	First Division

BRIEF OVERVIEW

- ↳ Self-motivated and innovative professional with the ability to prioritize tasks and take quick decisions.
- ↳ Dedicated, self-driven focused and result oriented.
- ↳ Flexible attitude and good at meeting deadlines.

COMPUTER SKILLS

- ↳ Well versed with MS Office (Word, Excel, and PowerPoint)
- ↳ Operating System: Windows 7,8,10

OTHER ACCOLADES

- ↳ Awarded as Rising star of SARACA SOLUTIONS - Q 1 Employee Townhall.
- ↳ Achieved Appreciation certificate by Smriti Zubain Irani for intermediate exam performance.
- ↳ Won 1 st Rank in Business Idea PPT inter college competition (2021).
- ↳ Won 1 st Price in Technovation 2015.
- ↳ Certificate of Participation of Business-o-pedias Quiz (2021).
- ↳ One certificate for Completion of Libre Office suit writer training.
- ↳ Participated in different types of dance competition and won different prizes & certificates.

PERSONAL PROFILE

Date of Birth: 1st July 1999
Father's Name: Mr. Trilok Chand
Father's Occupation: Government service
Permanent Address: 65/3, Custom colony, Mangal Pandey Nagar, Meerut (250004)

Linguistic Skills: English, Hindi (Read, Write and Speak)

Date:

(Muskan Pal)