

# Muskan Srivastava

Human Resource Professional

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📍 Noida    💻 [LinkedIn](#)

## PROFILE

Results-driven HR professional with experience in recruitment, talent acquisition, people management and HRIS. Proven track record of attracting top talent, streamlining HR processes and ensuring compliance. Excellent interpersonal skills and a strategic mindset to drive organizational growth and employee satisfaction.

## EXPERTISE

- Talent Acquisition
- End to End Recruitment
- Onboarding Management
- Interpersonal Communication
- HR policies compliance
- Performance Management
- Employee Relations
- Training and Development
- Exit Management
- Employee Relations
- Payroll & HRIS Management

## EXPERIENCE

### **ScaleReal Technologies | March 2022- Present** PEOPLE EXPERIENCE TRAINEE

- Filled various permanent, contract and full-time positions in IT technologies.
- Developed effective training programs and assist with performance management.
- Experienced in maintaining accurate employee files, handling disciplinary matters and grievances.
- Experienced in processing company payroll and using HRIS software.

### **MicroHost, Noida | Nov 2021 - Feb 2022** HR INTERN

- Managed end-to-end recruitment process, including sourcing, screening, interviewing and onboarding candidates.
- Conducted onboarding and induction programs for staff.
- Maintained HR records and prepare reports on HR metrics for management review.

## EDUCATION

### **BACHELOR IN BUSINESS ADMINISTRATION** **2018 - 2021**

Mewar Institute of Management, Ghaziabad

- Percentage: 75

### **12TH STANDARD | 2018**

Modern Public School, Moradabad

- Percentage: 86.6