MUSKAN **AGRAWAL**

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An energetic, dedicated and hardworking girl, with good interpersonal and team management skills. I want to flourish in Human Resource management sector, recruitments, interviews, leading my team and performing best. Adept at implementing innovative practices and procedures to improve efficiency. Excellent written and oral communication skills. Proficient in digital marketing and creative writing. Looking for an opportunity in Human resource to enhance my skills and get knowledge.

EXPERIENCE

JUNE'23 - PRESENT
ASST. MANAGER HR, DHARAV HIGH SCHOOL, VIDHYADHAR NAGAR, JAIPUR
End-to-End Recruitments (Admin & Academic), Vendor Management, Attendance Management, Payroll, Data Management, Leave Management, Documentation, Policies Formation, Grievance Handling, Compliances (PF & ESIC)

SEPTEMBER'22 – JUNE'23
HR EXECUTIVE, EPIC BUSINESSES
End- to-End Recruitments, Payroll, Data Management, Leave Management, Documentation, Policies Formation

JANUARY'22 – SEPTEMBER'22
HR EXECUTIVE, TALKCHARGE TECHNOLOGIES PVT. LTD.
End-to-End Recruitments, Payroll, Data Management, Leave Management

SEPTEMBER'20 – JANUARY'22
HR MANAGER, DIGITAL MARKETING RAJASTHAN (DMR)
End-to-End Recruitments, Documentation, Payroll, Data Management

SEPTEMBER'21 – JANUARY'22 (INTERNSHIP)
HEAD OF HR, YOUTH INDIA PLACEMENT CELL (YIPC)
Interviewing, Certification, Team Management

JULY'21 – JANUARY'22 (INTERNSHIP)
SOCIAL MEDIA, UNDERROOT FILMS
Complete Social Media Management

MAY'21 – JUNE'21 (INTERNSHIP)
HR INTERN, CARE HEALTH INSURANCE LTD. (CHIL)
Recruitments

EDUCATION

2025-2027 (PURSUING)
MBA (HR), VIVEKANAND GLOBAL UNIVERSITY, JAIPUR

2020-2022
MBA (RURAL MANAGEMENT), IIHMR UNIVERSITY, JAIPUR

2016-2020
B.COM, SUBODH GIRLS COLLEGE, JAIPUR

SKILLS

- Recruitments
- Grievance Management
- Payroll
- Communication
- Time Management
- Team work
- Digital Marketing
- Multi-Tasking
- M S Office
- Quick Learner

PERSONAL DETAILS:

NAME:	Muskan Agrawal
DATE OF BIRTH:	05th June 1998
GENDER:	Female
PERMANENT ADDRESS:	116A/2D, Banshidhar ji ki Gali, Gaitor Road, Bhrampuri, Jaipur
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