

Muskan Sharma

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New Delhi 110046



HR Executive

SUMMARY

Highly motivated and experienced HR Executive with 3+ years of experience in human resources management and talent acquisition. Proven track record of developing and implementing recruitment strategies that drive business results. Skilled in conflict resolution, performance management, and compliance. Strong passion for creating a positive and inclusive work environment.

EDUCATION

Delhi University
Bachelor's Degree in Commerce
2018 – 2021

CBSE
12th
2017 – 2018

SKILLS

- Recruitment and talent acquisition
- Applicant tracking systems (ATS) management
- Social media recruitment and marketing
- Interview process management
- Candidate management and relationship-building
- Microsoft Office (Excel, Word, PowerPoint)
- HR software and systems (Workday, Partner hub)

PROFESSIONAL EXPERIENCE

HR Executive
Imaginators | Feb 2022 - Present

- Source and recruit top talent for various job openings across the organization, utilizing a variety of recruitment strategies and tools, including social media, job boards (Naukri, Shine and LinkedIn) and employee referrals.
- Manage and maintain a pipeline of qualified candidates, ensuring a steady flow of applicants for current and future job openings.
- Collaborate with hiring managers to understand their recruitment needs and develop effective recruitment strategies to meet those needs.
- Utilize applicant tracking systems (ATS) to track and manage candidate flow, ensuring compliance with employment laws and regulations.
- Coordinated the recruitment process for various clients, including job posting, candidate sourcing, and interview scheduling.
- Analyze recruitment metrics and provide insights to improve recruitment strategies and processes
- Understanding the Candidate's profiles, counseling and briefing them about the job profile, advantages of working with the company.
- Experienced in all the activities of recruitment cycle (both IT and NON and BPO).

Sales & Marketing Coordinator

Crowne Plaza Gurugram | Jan 2021- Jan 2022

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests