


Contact

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 88-006-81-453

Top Skills

Screening Resumes

Skill Development

Grooming session

Communication

Interpersonal Skills

Time Management

Muskan

Noida, Uttar Pradesh

HR Recruiter at Vision India Services Pvt. Ltd.

Noida, Uttar Pradesh, India

Experience

Vision India Services Pvt. Ltd.

HR Recruiter

July 2023 - Present (1 year)

Noida, Uttar Pradesh, India

As an HR recruiter, I specialize in identifying and attracting top talent to meet the hiring needs of my organization. My responsibilities include sourcing candidates through various channels, screening resumes, conducting interviews, and coordinating with hiring managers to understand their requirements. I manage the entire recruitment process, from posting job openings to extending offers, ensuring a smooth and efficient experience for both candidates and the company. My goal is to find the best fit for each role, contributing to the growth and success of the organization by building a strong, capable workforce.

Croma Campus Pvt. Ltd.

Placement Coordinator

May 2022 - June 2023 (1 year 2 months)

Noida, Uttar Pradesh, India

As a placement coordinator, I am dedicated to connecting students with potential employers and facilitating their transition from education to employment. My role includes organizing and overseeing placement activities, such as campus recruitment drives, training sessions, and workshops. I coordinate with companies to secure job opportunities and ensure students are well-prepared for interviews through resume reviews and interview coaching. By maintaining comprehensive databases and fostering clear communication between students and employers, I strive to achieve high placement rates and support students in achieving successful career outcomes.

Education

APJ Abdul Kalam Technological University

Master of Business Administration - MBA, Human Resources Management

and Services · (August 2023 - August 2025)

Delhi University

Bachelor of Commerce - BCom, Business/Commerce, General · (August
2019 - August 2022)

