



Muskan Arora

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CAREER OBJECTIVE

To become a successful professional in the field of Human Resources (Recruitment), to work in a creative and challenging environment where there is scope for upgrading skills and knowledge and I can take part in the growth of the organization.

SYNOPSIS

HR professional with 4+ years of overall work experience in Recruitment & Operations.

- Involved in **end-to-end recruitment** process in various domains and technology
- Having expertise in volume hiring, niche skills & leadership hiring.
- Strong experience in both permanent hiring and contractual hiring (IT & NON IT)
- Responsible for stakeholder management and vendor management
- Ability to handle candidates and clients independently

AREA OF EXPERTISE

Recruitment	Talent Management	HR Operations
Onboarding & Induction	Vendor Management	Grievance Handling
Reporting & Documentation	Stakeholder Management	Talent Acquisition
Team Handling	Training & Development	Leadership Hiring

PROFESSIONAL EXPERIENCE

- **Profiles handled in IT** – Dot net developer, UI/UX designer, Desktop support engineer, Data Analyst, Android developer. Artificial intelligence, IOT -Hired Profiles - Embedded developer, Graphic designer, Unity game developer, Full stack developer, Machine learning engineer, SAP HR, SAP ABAB, Front-end and Backend Developer, Quality Analyst etc.
- **Profiles handled in Non IT** – Customer care executive profiles for premium and non-premium process, Vistara Airlines, Aakash institute, Airtel, Urban clap, SBI, Make my trip, Flipkart, Content writer, Team Leader, Assistant Manager, Trainer etc.

lenergizer Noida

May 2022 – Till Date

Senior HR Executive – Talent Acquisition Group

- Responsible for **end-to-end** recruitment life cycle (use of various searches e.g. **Boolean Search**)
- Understanding manpower requisition from the concerned department
- Sourcing the candidates that match the desired skills from different job portals (i.e., **Naukri, LinkedIn, Indeed**, etc.)
- Screening the candidates by conducting telephonic or personal interview
- Shortlisting the candidates through initial screening and scheduling them for interviews with Business Managers
- Initiating the background verification process of the selected candidates
- Performing salary negotiation and releasing the offer letter to the candidates
- Get in touch with all the offered candidates to make sure the onboarding process will remain smooth and to eliminate any chances of last minutes' drop

- Initiating and completing pre joining, joining and post joining process for the new joiners
- Maintaining and updating the database of the candidates
- Data management and analysis - recruitment demand & pipeline report and maintaining **ATS** tracker
- Working closely with stake holders/business/hiring managers to understand workforce needs and support in the hiring process by proactively planning the demands closures to fill the approved open positions in alignment with business objectives
- Training and coaching the new team members about hiring process and recruitment policies

E- teams (Client: HCLTECH)

Jan 2022 – May 2022

Associate HR - Recruitment & Operations

HR Operations

- Responsible for recruitment, pre-joining & joining formalities, induction and orientation
- Arranging all the discussion with the hiring managers and ensure the task to be completed in a given SLA
- Conducting background verification of new joiners and coordinating with the vendor
- Performing salary negotiation and releasing the offer letter to the candidates in bulk
- Responsible for employee code creation & ID card issuance
- Provide MIS support – head count report, BGV report, etc.
- Responsible for resolving the requests raised by employees on HR helpdesk pertaining to joining, documentation & updates for the HRIS profile of employees
- Having exposure to various applications and platforms related to the recruitment tools (Smart verify, iTAP)

Psiborg Technologies

Sept 2021 – Dec 2021

Human Resource Executive

- Handling End to end recruitment
- Resource management and Man power planning
- Sourcing & Screening candidates through job portals Naukri, LinkedIn, etc.
- Scheduling the first level connects with the Hiring Managers
- Responsible for BGV process and Documentation of the candidates
- Performing salary negotiation and releasing the offer letter to the candidates
- Onboarding the candidates and completing their joining formalities
- Responsible for Attendance Management, Employee Engagement activities and Exit interviews

Smart Logics

July 2018 – Aug 2019

Software Trainee

- CRM, E billing software trainee, uploading data on websites.
- Managing meetings with international clients and provide them training.
- Maintaining physical and digital data of the candidates

Cogent E services

Aug 2017 – Jan 2018

Customer Care Executive

- Written communication process, Email handling
- Troubleshooting, backend process
- Complaint handling
- Voice Process

- Volunteering (MBA) Student volunteer in JP School of business

Academic Qualifications

Degree/ Examination	Institute/University/Board	Year of Passing
MBA (HR/Marketing)	JP School of Business	2021
Bachelor in Science (BSC)	Meerut College Meerut	2019
Intermediate	Krishna Public School (C.B.S.E)	2016
High School	Krishna Public School (C.B.S.E)	2014

PERSONAL DETAILS

- **Nationality:** Indian
- **Date of Birth:** 05th April 1998
- **Marital status:** Single
- **Location:** Meerut

DECLARATION

I hereby declare that all the statements made here are true to the best of my knowledge and belief.

Place: Noida

(Muskan Arora)