

MUSKAAN KHARBANDA

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PROFILE

Recent BBA graduate with a focus on Human Resources, offering robust communication, teamwork, and creative problem-solving skills. Demonstrates resilience and adaptability with a track record of thriving in fast-paced environments. Eager to contribute to an entry-level HR role where I can apply my academic knowledge and enthusiasm for people management. Committed to continuous learning and professional development within a challenging and supportive workplace.

EDUCATION

- **Bachelor's in Business Administration** from Indira Gandhi Delhi Technical University for Women 11/2021 – 05/2024
- XII from Sarvodaya Jai Dev Park School (CBSE) 2020 – 2021
- X from SD Public School (CBSE) 2018 – 2019

PROFESSIONAL EXPERIENCE

HUMAN RESOURCE INTERN

SOCIO LABS

- Spearheaded recruitment efforts, conducting interviews to identify and attract top-tier candidates. 05/2023 – 07/2023
- Orchestrated the end-to-end hiring process, including job posting across diverse platforms and applications.
- Partnered with department leads to align recruitment strategies with organizational needs, ensuring optimal candidate fit.
- Contributed to the creation and execution of innovative recruitment strategies to streamline talent acquisition.
- Enhanced hiring efficiency by integrating advanced technology and applicant tracking 05/2022 – 07/2022

HUMAN RESOURCE INTERN

GREEN BHUMI

- Conducted recruiting and screening interviews to identify top talent.
- Managed the hiring process, including posting job openings on various apps and platforms
- Utilized LinkedIn as a primary platform for sourcing and recruiting candidates for various positions.
- Successfully attracted fundraisers, volunteers, and HR interns through targeted outreach on LinkedIn. 07/2023 – 08/2023

BUSINESS DEVELOPMENT INTERN

CHOICETECH

- Choice tech labor strives to match the right candidate with the right opportunity. Gained the knowledge of insurance company policies and products, including their features and benefits.
- Successfully sold insurance products to clients, meeting or exceeding sales targets.
- Developed strong relationship-building skills by effectively engaging with clients and understanding their needs.

SKILLS

- TALENT ACQUISITION
- EMPLOYEE RELATIONS
- TEAM MANAGEMENT
- MS EXCEL
- CANVA
- ADAPATABILITY
- PROBLEM SOLVING