

**MUSKAN AGARWAL**

3 Chandra lok colony, Jaipur house, Agra
9105505164
agarwalmuskan9808@gmail.com

CAREER OBJECTIVE

To become a competitive and skill person in this environment. I want to explore new things and want to learn new marketing strategies. And want to help the company with my skills and knowledge

EXPERIENCE

- **Maruti Suzuki Pvt. Ltd.** *05-01-2018 - 10-04-2018*
Trainee
conduct an employee satisfaction survey ,worked in customer care centre
- **Karvy Stock Broking Ltd.** *20-05-2019 - 04-07-2019*
Internship
Making aware people about mutual funds and stocks.
Client interaction and creation
Sold 10 SIP's
- **Eduskills learning management system** *27-07-2020 - 27-9-2020*
Sales executive
Influence clients to take demo of the Learning management system.
Clients creation.
Reaching to the prospect client.
Create persuasive sales pitch.
- **Shrine projects** *27-07-2020 - 27-08-2020*
Sales executive
Creating clients.
Enrollment of students for the finance course.
Creating sales pitch.
- **Ifortis corporate** *26-06-21 - 30-07-21*
HR trainee
 - ° Posting about the given profile on different portals.
 - ° Screening resumes.
 - ° Shortlisting candidates.
 - ° Taking interview.
 - ° onboarding them.
 - ° Communicating the SOP of the company on weekly basis.
- **3 leads resources** *27-8-21 - Till date*
IT recruiter
 - Recruiting potential candidates from the naukri portal.
 - Understanding the job description given by the client and then preparing search according to it.
 - Maintaining daily work report and tracker of the candidates.
 - Scheduling candidates and taking follow up for interview.
 - Drafting emailers for candidates as per the profile.
 - Preliminary Screening of resumes of the candidates.
 - Submitting the batch of adequate and potential candidates to the client.

EDUCATION

- **Dayalbagh Education Institute**
Masters in Business Administration

2022
- **Dayalbagh Educational Institute**
Bachelor of Business Administration
8.63 CGPA
2020
- **Holy Public School**
12th
81%
2017
- **Holy Public School**
10th
10 CGPA
2015

TECHNICAL SKILLS

- * MS Office (Advance)
- * Customer Relationship Management Software

PROJECTS

- **Consumer Perception Towards Digital Marketing** *6 months*
 1. To understand the prime concern of the customers that hindered them to online shopping.
 2. To analyse the awareness and perception of the customers towards digital marketing in Dayalbagh Educational Institute.
 3. To understand the most important factor influencing the perception of viral marketing among the customers in Dayalbagh Educational Institute.
 4. To identify the security and problems regarding risks in the digital marketing in Dayalbagh Educational Institute.
 5. To offer suitable suggestions to measures the digital marketing in Dayalbagh Educational Institute.

ACHIEVEMENTS & AWARDS

- Certificate of merit Secured 2 nd position in inter faculty dance competition NSS CAMP(2018-2019) Certificate of training from Maruti Suzuki Pvt LTD Certificate of internship from Karvy stock broking limited Best student award in 9th ,10th and 11th standard Participate in quiz of department of post office

INTERESTS

- Marketing
- Learning new skills
- Explore new things

PERSONAL STRENGTHS

HARD WORKING
QUICK LEARNER
RESPONSIBLE
TRUSTWORTHY

PERSONAL PROFILE

- Date of Birth : 27/02/2000
- Marital Status : Single
- Nationality : Indian
- Known Languages : English, Hindi
- Hobby : Dancing, reading

DECLARATION

I hereby ,declare that all the above information is correct and according to my current knowledge

MUSKAN AGARWAL