



Muskan

HR Executive

Contact

- 📞 8146531985
- ✉️ muskanmanni@gmail.com
- 📍 EJ- 314 Riazpura, central town, jalandhar

Skills

- Management Skills
- Creativity
- Teamwork
- Negotiation
- Critical Thinking
- Leadership
- Branding

Language

- English
- Hindi
- Punjabi

About Me

Detail-oriented HR Executive with experience in recruitment, onboarding, and employee management. Skilled in sourcing candidates, screening resumes, and coordinating interviews. Proficient in maintaining HR records, attendance, and supporting employee engagement activities. Strong communication and organizational skills with the ability to handle multiple HR functions efficiently.

Education

- Bachelor of Science in Information Technology (B.Sc IT) 2022
Guru Nanak Dev University (GNDU)
- Intermediate (12th) 2019
Punjab School Education Board (PSEB)

Experience

- **Bharti Consultants** 1 NOV 2022 - 24 JUNE 2025
HR Recruiter
 - Created job descriptions with hiring managers
 - Sourced candidates via job portals & LinkedIn
 - Screened and shortlisted resumes
 - Conducted initial HR interviews
 - Coordinated candidate communication & hiring process
 - Managed recruitment campaigns and talent pipeline
- **Grow By Ten AdTech** 7 JULY 2025 - TILL NOW
HR Executive
 - End-to-end hiring process support, job posting, and candidate selection.
 - Reviewing applications and shortlisting suitable candidates.
 - Coordinating with candidates and interviewers to schedule interviews.
 - Handling joining formalities and employee documentation.
 - Maintaining employee attendance and leave records.
 - Supporting and organizing employee engagement programs.
 - **HR Tools:-** LinkedIn Recruitment, Naukri, Indeed, MS Excel, Google Workspace, HR Documentation Systems