

MUSKAAN BHALLA

@ muskaan11bhalla@gmail.com

8127017949

Mayur vihar E-192 Indira nagar Lucknow

OBJECTIVE

To obtain a position where my skills and education can be used and expanded and thereby providing significant contribution to the success of the company.

SKILLS

1.Strongly motivated and dedicated to the job. 2.Excellent problem solving, negotiation, organizational and communication skills. 3.Exceptional ability to prioritize work to meet goals and objectives within acceptable time frames. 4. Highly adaptive to Team work or Individual work. 5. Strong written and verbal communication skills.

EXPERIENCE

2019 - 2020

Kopal Consultant
Human Resource Executive
Kopal Consultant, Lucknow, Uttar Pradesh, India.
• Handling the entire recruitment cycle (Junior and Middle level.)
• Understand the requirements of the position based on client assignment briefings.
• Conduct telephonic interviews (telephonic/ personal) to assess candidates for job match

EDUCATION

2016

St. Dominic Savio College
High School
75

2018

St. Dominic Savio College
Intermediate: Commerce
73

2019-2022

Lucknow University
B.com
Lucknow, India.

LANGUAGES

English Hindi