



# Mukta Kumari

## CONTACT

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## PROFESSIONAL SUMMARY

Seeking a position to utilize my knowledge, skills, and abilities. Strategic HR Intern Experience in talent acquisition and development. Skilled in CV screening and job advertisement coordination. Harnesses data and surveys to inform organizational planning.

## CORE QUALIFICATIONS

- Shortlisting
- Candidate communications
- Recruitment processes
- Data entry
- Microsoft Office
- Data management
- Interview coordination
- Team player

## LANGUAGES

English: First Language

Hindi: C2  
Proficient

## EXPERIENCE

**HR - Intern** Unschool  
09/2022 - 12/2022

- Posting and removing job advertisement to job boards and social media platforms once vacancies have been filled
- Assisting HR team in complete process from recruiting, selecting and joining of the candidates.
- Updating data and working on excel sheet related to recruits.
- Daily calling 40-50 candidates related to their interview process.
- Communicated clearly and professionally with staff and customers.
- Actively sought opportunities for further personal growth, regularly attending HR training and improvement programmes.
- Used outstanding time-management abilities to consistently complete work within assigned deadlines.
- Kept candidate records updated with current details from posting enquiries.

## EDUCATION

**Master of Business Administration: HUMAN RESOURCE**  
**Institute of Co-Operative and Corporate Management** - Lucknow, UP, 2023

- Coordinator for back stage work at Aagaaz event.
- Active member of cultural committee.
- Active member of Chess committee.
- Runner up in chess competition.

**Bachelor of commerce: Commerce**  
**University of Lucknow**, 2021

## CERTIFICATIONS

- Content marketing Masterclass : Create content that sells.
- Digital marketing

## HOBBIES

- Painting
- Travelling
- To know story behind the food.