

RESUME



Muskan Kour Bali

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Kharar, Mohali

Professional Summary

Enthusiastic and dedicated HR Professional with Master's degree in Human Resources and a strong passion for teaching and academic development. Possess a solid understanding of organizational behavior, talent management, and HR policies, combined with excellent communication and interpersonal skills.

Eager to contribute as an Assistant Professor in the field of Human Resource Management, with commitment to fostering a dynamic and engaging learning and professional environment..

Work Experience

Assistant Manager Human Resources cum Presiding Officer
AJ ICT, Mohali | August,2024- Present

- HR Operations Management
- Recruitment Strategy and Execution
- Employee Onboarding and Exit Formalities

- Performance Management System Support
- Policy Implementation and Compliance
- Conflict Resolution and Grievance Handling
- HR Data Reporting and Analytics

HR Executive

Chandigarh University, Mohali | February,2024-August,2024

- Faculty Recruitment Management
- Interview Coordination
- Job Postings and Candidate Sourcing
- Selection and Evaluation Support
- Offer Letter and Onboarding Process
- Recruitment Reporting and Dashboards
- Compliance and Documentation

Education

Masters of Business Administration

Rayat Bahra University, Mohali| 2024

- Specialization: **Human Resources & IT**

Business of Business Administration

Chandigarh Group of Colleges, Landran, Mohali | 2022

- Specialization: **Human Resources**

Certifications

- Google Ads for beginners
- Create Charts and Dashboards using Microsoft Excel
- Certificate of Appreciation- Secured 3rd Position in Debate Competition PAN India
- Certificate of Appreciation- Even Organizer.

Languages

- English
- Hindi
- Punjabi

Skills

- Leadership
- Student Mentoring
- Assessment and Evaluation
- Learning Management System
- Classroom and Online Teaching
- People Management
- Interdepartmental Coordination
- Conflict Resolution

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Date: 1st May, 2025

Place: Mohali

Muskan kour