



## Muskan Gupta

*PGDM in Human Resource with Innovation and Incubation Minor- Equipping for Digital HR*

### CAREER OBJECTIVE

Seeking a challenging HR role in an organization where I can drive growth and profitability by developing and seeking a generalist position where I can use my knowledge and become an expert in to carry various functions of Human Resources.

### INDUSTRY PROJECTS

**Organization:** PhonePe

**Designation / Duration:** Talent Acquisition Intern (Present)

**Outcome:** I oversee PhonePe's BDE candidate pipeline, curating profiles, screening resumes, and implementing an ATS to hire a Territory Sales Manager and improve recruitment efficiency.

**Organization:** Aditya Birla Fashion and Retail Ltd

**Designation / Duration:** Advisory Intern (October 23 – March 24)

**Outcome:** Deployed and configured an LMS portal for streamlined training processes, and also shortlisted candidates who demonstrated alignment with the outlined job requirements

### ACADEMIC PROJECT

**Topic:** Organization development

**Objective:** Did a case study on Infosys succession planning and leadership development, Expertise in stakeholder engagement strategies across diverse HR contexts.

**Topic:** Innovation and Incubation

**Outcome:** Startup Idea on Laundry Business, created a demo online portal where we connected unorganized and organized laundry vendors and the customers. Also created a prototype using Open as app and link tree.

**Topic:** HR Analytics

**Outcome:** Designed a comprehensive dashboard by analyzing recruitment and attrition data.

### PROFESSIONAL QUALIFICATION

**Post Graduate Diploma in Management in Human Resource | Innovation and Incubation Minor | Jagdish Sheth School of Management | Class of 2024 | CGPA of 7.7**

**Bachelor of Commerce in accounts honors | Shri Shikshayatan College | 2022 | CGPA of 8.3**

### EDUCATION

**Higher Secondary with Commerce | The Ballygunge Shiksha Sadan School | 2019 | 87%**

**Secondary School | National High School | 2017 | 75%**

### ACCOMPLISHMENTS & ACTIVITIES

- My business idea was selected for further pitching and funding in the final presentation day.
- **Volunteered** for Kanyathon, a charity event to save girl children and contributed towards corporate sales and sponsorship.
- **1<sup>st</sup> Runner Up** in Marketshetra Competition in 2020 during Graduation.

### THOMAS PROFILECOMPETENCIES

**Sensing Opportunity**  
**Strategic Thinking**  
**Planning and Organizing**

### TECHNICAL SKILLS & CERTIFICATIONS

**SPSS – Beginner**

**Excel - Intermediate**

**Power BI - Beginner**

**Change management from Great Learning**

**Talent Management from Great Learning**

**Foundational and advanced course in Entrepreneurship from Wadhvani Foundation**

### INTERESTS & HOBBIES

**Cooking**  
**Cafe hopping**  
**Travelling**

### REACH ME AT

#### MOBILENUMBER

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#### LinkedIn Profile

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#### Domicile

Kolkata, West Bengal

### LANGUAGE

#### English & Hindi

(Reading, Writing, Speaking and Listening)

#### Bengali

(Listening and speaking)