

MUSKAN SAINI

DOB: 06/12/2000 | E-mail: sainimuskan202@gmail.com | Phone: 91-6390728583 |
Address: 220/9, Shastri Nagar, Kanpur, Uttar Pradesh, 208005
Linked URL: <https://www.linkedin.com/in/inzamam-zafar-b16410239>

EDUCATIONAL QUALIFICATIONS

Course (Stream)/Examination	Institution/University	Year of Passing	Performance
Master of Business Administration (FINANCE- HR)	Chandigarh University	2025	8.4 CGPA (1 st Div. Hons)
Bachelor of Technology	Uttar Pradesh Textile Technology Institute (Dr. A. P. J. Abdul Kalam Technical University)	2023	7.81 CGPA (1 st Div. Hons)

INTERSHIPS

- **INTERN – TOTAL REWARDS (ACUITY KNOWLEDGE PARTNERS)**

August,2024- Jan,2025

 - Managing employee databases
 - Supporting compensation and benefits
 - Working with vendors
 - Works effectively with other compensation team members, the HR Operations, Talent Acquisition and HRBP professionals on projects as assigned.
- **KANSAI NEROLAC PAINTS LTD | HR Intern**

May, 2024- July, 2024

 - Assisted in Recruitment process- Sourcing Candidates, Conducting initial Screening, and Scheduling Interviews for Potential hires.
 - Maintained Employee Records and files, ensuring compliance with company policies and legal requirements.
- **RELIANCE CHEMOTEX INDUSTRIES LTD | Textile Engineer Intern**

June, 2022 – Aug, 2022

 - Collaborated with senior engineers to create innovative solutions for improving production processes and increasing efficiency in textile manufacturing.
 - Conducted research on the latest trends in textile technology and presented findings to team members to support decision-making and product development.

ADDITIONAL QUALIFICATIONS AND COURSES

- **Introduction to Financial Analysis – The “Why?” | I ILLIONS**
 - Identify key drivers and assess risk. Build financial models for business planning, budgeting, and forecasting. Understand how to integrate historical data and assumptions to create future projections, DCF, Ratios.
- **Financial Analysis of Scenarios and Decisions | I ILLIONS**
- **EXCEL for FINANCE – FINLADDER (VLOOKUP’s – advance functions)**
- **Student Excellence & Learning Program (SELP) | THE WORLD BANK NIPU (The Art of Living)**
- **Certification in Power BI Workshop | AI, Business and Future of Work**

PROJECTS UNDERTAKEN

- **Digital Finance Optimization at GAISL**
 - Analyzed and redesigned fund-raising, allocation, and collection strategies at Globe All India Services Ltd. using digital tools.
 - Proposed implementation of AI-based financial systems and automated collection mechanisms to improve cash flow and efficiency.
 - Conducted data analysis and stakeholder surveys to identify gaps and recommend actionable strategies for financial excellence.
- **A Comprehensive Study of Dyed & Grey Yarns and Their Effect on Weaving Process**
 - Analyzed dyed vs. grey yarns for impact on weaving efficiency and fabric quality.
 - Suggested process improvements to reduce yarn breakage and enhance productivity

AWARDS & ACHIEVEMENTS

- **JEE Mains Qualified**
- **Class Representative | Chandigarh University**
- **Event Organizer & Coordinator in Departmental Club Activities (Elite Explorer Activity, Poster Making Competition) | Chandigarh University**

SKILLS

- Accounting Fundamentals & Principles
- Analytical Thinking skills
- Financial Reporting & Analysis
- General Ledgers
- Microsoft Office, SQL, SPSS
- Microsoft Excel and Power Point

OTHER INTERESTS & ACTIVITIES

- Exploring distant lands
- Capturing moments