**Twinkle Dhawan**

**HR Analyst**

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**CAREER OBJECTIVE**

I am a business professional looking for a job where I can utilize my skills and knowledge that I have gained in working the practice and make a contribution. I am eager to learn and keen to work in this dynamic industry. This experience should ameliorate my knowledge base and provide me that would aid in my career progress.

**PROFESSIONAL WORK EXPERIENCE**

**Inside Sales Executive|** The Silicon Partners | Noida, Uttar Pradesh, India 3/2019 – 8/2019

Working with the Inside Sales team in The Silicon Partners and responsible for Account Management & Client relationship. Aligned with GM Sales and Marketing to develop new strategies for effective marketing regarding various offerings of The Silicon Partners. The work responsibilities are as follows:

* Interact with CXO, VP and D Level Executives for Target Organizations.
* Research and Understand about the Technical Landscape of Targeted Organizations.
* Discussions around Technical Roadmaps for Organization &client requirements.
* Business Development and S&M for The Silicon Partners.
* Prospect Identification, Lead generation.
* Maintain CRM (Hubspot) and databases.
* Collecting information on novel business opportunities – finding ways of trapping information – (Social Channels/newspapers/journals/ press releases/ tracking firms).
* Designing customized reports on various spectrum such as outsourcing trends, competitors, niche market evaluation.

# HR Analyst (Intern)| Indusind Bank Pvt. Ltd. (Regional Office) | Chandigarh, U.T., India 6/2018 - 7/2018

The work responsibilities are as follows:

* Assisting and Coordinating in daily HR activities, including interaction with managers of other departments.
* Collecting, scanning, and sorting job applications for candidate and calling deserving candidates for interviews.
* Helping in preparing identify cards, log id and passwords of new hires.
* Inspecting the entire facility and ensuring the workplace in hazard free.
* Create an engaging environment, coordinate with department staff in the workplace.
* Exit calling.
* Onboarding responsibilities.
* Dealing with new hire on-boarding checklist.

**EDUCATION**

**Semester Exchange (MBA) in Human Resource**

**IESEG School of Management | Universite Catholique de lille, Lille, France | 8/2018|**

*Relevant Courses*: Entrepreneurial Decision Making, Management Consulting, Non-Governmental Organizations; Humanitarian action and International Development, Corporate Governance: A financial perspective, Managing Employee Turnover and Retention, French Culture, Negotiation and Purchasing In an International environment, International conflict Management and peace building, Workplace Conflict and Employee Well Being, Social Innovation and Entrepreneurship.

**Master’s in business administration**

**University School of Business | Chandigarh University, Chandigarh, India | 6/2019| 7.05 /10.00 GPA**

*Relevant Courses:* Security Analysis and Portfolio Management,

Financial Strategy, Financial and Capital Markets, Research Methodology, Managerial Economics, Cost Accountancy

**PG Diploma in Personnel Management & Labor Welfare**

**S.D. College | Panjab University, Chandigarh, India | 7/2017 7.89/10.00 GPA**

**Bachelors in Commerce**

**Dev Samaj College | Panjab University, Chandigarh, India | 7/2016**

*Relevant Courses:* Labour Law, Corporate Accountancy, Cost Accountancy, Business Management, Income Tax, Operations Research, Organisational Behavior

**KEY COMPETENCIES**

New account development | Business Development | Account Management | Digital Transformation | Cold Calling | Technology Solutions | Problem Identification | CXO, VP, D level Communication | Hunting and Harvesting | Account Research | Lead Generation & Qualification | Team Handling | Customer Retention

**SKILLS**

Zoominfo | Hubspot | SPSS software | HTML

Microsoft Office (Word, Excel, PowerPoint)

**LANGUAGE PROFICIENCIES**

French (elementary) | English (Native or bilingual proficiency)

Hindi (Native or bilingual proficiency) | Punjabi (Native or bilingual proficiency)

**EXTRACURRICULAR ACTIVITIES**

Member of National Service Scheme (NSS) | Annual International Yoga Day | Anchoring for Junior Freshmen Year | Member of high school Soccer Team

**SOCIAL SERVICE ACTIVITIES**

Active Blood Donor | Swachh Bharat Abhiyan (Clean India Mission) Member