

Twinkle Beniwal

Human Resource Executive



CAREER OBJECTIVE

I would like to progress my career as a successful HR professional consistently seeking new challenges to enhance my skills and knowledge as I gain experience with an ultimate aim of carrying out the best HR practices.



PROFESSIONAL EXPERIENCE

Human Resource Executive

Fare Labs, Gurgaon, Haryana | July 2021–Present

Talent Acquisition

- Studying job description, defining critical to quality parameters and conduct first level candidate screening across all the levels of position.
- Weekly updating Applicant Tracking System and regularly update the TA Head in weekly global recruitment meeting
- Create/receive manpower requisition form, source (internally preferred), shortlist at first HR interviewed, coordinate with respective heads for further interviews, negotiate, offer, reference check, on board, orient, verify background, coordinate training, engage, manage performance appraisals & exit.
- Responsible for manpower consultants & job portals empanelment, negotiation and renewal of annual contract.

HR Operations

- Responsible for entire end to end employee life cycle of employees under corporate common support functions
- Ensured smooth functioning of all HR processes like leave, payroll, benefits and employee database management, Training need identification, F&F clearance, exit interview etc.
- Provide monthly salary inputs and attendance confirmation to the payroll team for disbursement/hold of salary.

Grievance Redressal

- Served as an escalation point for employee concerns on people and processes and create intervention required to resolve the query/issue.
- Responsible for effective communication with employees on HR & Organization policy thereby ensuring compliance of the same.
- Complete responsibility of employee engagement activities: Design employee engagement programs and roll out across the organization.
- Work out people strategy for the corporate and derive new organization design for better governance.



CONTACT

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EDUCATION

Amity Business School

Noida, UP | 2019-2021

*MBA-Dual (HR & Marketing)
(CGPA: 7.53)*

Amity Institute of

Biotechnology

Noida, UP | 2016-2019

*B.SC (Hons) Biotechnology
(CGPA: 6.26)*

Holy Angel's Convent School

Muzaffarnagr, UP | 2016

XII

(Percentage: 72%)

Holy Angel's Convent School

Muzaffarnagr, UP | 2014

X

(Percentage: %)



INTERNSHIPS

Human Resource Intern

Planet Spark, Gurgaon, Haryana | Jan 2021 – March 2021

Recruitment & Selection

- Responsible for the campus recruitment process in the organization
- Recruitment for business development profile
- Develop and maintain a healthy pipeline of qualified candidates across positions.

Human Resource Executive

Celeb-AI, Noida, UP | Nov 2020 – Dec 2020

Talent acquisition, Recruitment, Talent Sourcing

- Responsible for the recruitment process in the organization
- Making competency matrix for pre selection of candidates
- Worked on Job Descriptions
- Screening & Short listing of Profiles
- Scheduling Interviews
- Competency Based Interview
- Coordinate with the staff for Joining Formalities.

Human Resource Coordinator

Buizibrains, Bengaluru, Karnataka | Dec 2020

Talent acquisition, Recruitment, Talent Sourcing

- Responsible for the recruitment process in the organization
- Making competency matrix for pre selection of candidates
- Worked on Job Descriptions
- Screening & Short listing of Profiles
- Scheduling Interviews
- Competency Based Interview
- Coordinate with the staff for Joining Formalities.

Senior HR Associate

Aviyana HR Solutions, Mumbai, Maharashtra | Aug 2020 – Nov 2020

- Worked on the project titled "Understanding the challenges in Talent Acquisition and HR Outsourcing.
- Investigate and determine employee needs
- Develop a sustainable talent acquisition and hiring plans and strategies
- Source and find candidates qualified for open positions
- Reviews employment applications and background check reports
- Also led the team of 250+ candidates

Human Resource Intern

Times Internet, Delhi | May 2020 – July 2020

- Worked on the project titled "Competition analysis of job portal and taking Customer feedback for Time Jobs.



Core Competencies

Employee Life Cycle

Talent Acquisition

Employee Engagement

Campus Recruitment

Head Hunting

Executive Search

Manpower Planning

MIS Analysis



Personal Skills

Leadership Skills

Interpersonal Skills

Unmatchable communication skills in writing & verbal both

Ability to work in a team as well as individual