

Twinkle Chatterjee

Female

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ACADEMIC QUALIFICATIONS

Year	Degree	Institute	CGPA/Percentage
2017-19	MBA	Lovely Professional University, Phagwara	7.58/10
2017	BSc. Biotechnology	Lovely Professional University, Phagwara	8.11/10
2012	XII(CBSE)	Sree Ayyappa Public School, Bokaro Steel City	77%
2010	X(ICSE)	St. Xavier's School, Bokaro Steel City	78%

INTERNSHIP

FORBES MARSHALL PVT LTD , PUNE

APRIL 2018 - APRIL 2019

Integration and improvisation of talent acquisition:

- Study and analyze the Talent Integration (On-Boarding) Process.
- Source candidates for diverse levels through walk-in drives, manpower consultants, and employee referrals
- Sourcing through Job Portals, Placement Agencies, Employee Referrals.
- Responsible for end to end recruitment & closing positions at all levels.
- Participate in meetings with Line Managers and Directors for understanding requirements of the open positions.
- Develop strong panel and candidate relationships and maintain communication with both.
- Inform applicants of job duties and responsibilities, work schedules and working conditions, policies.
- Onboarding of new joiners.
- Hiring of the new joiners and raising requisition on Psoft Oracle.
- Keeping track for the existing processes by taking feedback for smooth and efficient functioning.
- Initiating background verification of new joiners.

LIVE PROJECT

- **Company** - Future Group- Big Bazaar, Jalandhar
- **Topic** - Retail Management and Customer Management
- **Description** - Identified the major trends in the category of retail, customer behavior and analyzed the ways to achieve the target, convincing customers, understanding their needs, customer service, handling their problems, taking feedbacks, complaints etc.

POSITIONS OF RESPONSIBILITY

- Class Representative ,Lovely Professional University,2013-2014

EXTRA CURRICULAR ACHIEVEMENTS

- Participated in Case Study Based competition, H.R. Club, Lovely Professional University, November 2017

CERTIFICATIONS/WORKSHOPS/SEMINARS/GUEST LECTURE

- Participated in Wolfs of the sales street Lovely Professional University, February 2018
- Attended H.R Conclave which was on "Driving Sustainable Growth in H.R" by 20 H.R. officials from the top companies such as IBM, Oracle, Google and many more, Lovely Professional University, Phagwara, February 2018
- Attended a 5 day workshop on Financial Markets by Karvy Stock Broking, Lovely Professional University , Phagwara, February 2018

LANGUAGES KNOWN

- English
- Hindi

PERSONAL DETAILS

- Nationality :Indian
- Address :Flat no. 1-B, Prestige apartment, Durgamandir road, Hirapur, Dhanbad, Jharkhand, 826001.