

Surbhi Tiwari

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Summary

Experienced HR professional with a versatile background in both IT and Hospitality industries. Proven track record in effectively managing internal HR operations encompassing talent engagement, training, asset management, onboarding, and exit procedures. Eager learner dedicated to adopting new methods, tools, and technologies to continuously elevate skill set.

Experience

Associate HR

NFCI – Hotel Management And Culinary Institute

Feb 2024 - Present

- Taking charge of hiring and managing the entire recruitment lifecycle from preparation of JD to salary negotiation and onboarding.
- Managing attendance, leave records and other admin activities.
- Preparing monthly campus report for all campuses to shortlist campus of the month.
- Preparing grooming report to ensure all standard at adhered.
- Preparing reports to keep track of attrition rates and sharing the findings with the management.
- Taking care onboarding processes like initial briefing, organising training inductions, documentation.
- Utilized HRMS (uKnowva) for precise data management, overseeing disciplinary actions and performance improvements.

Associate HR

Devkraft Technologies Private Limited

Feb 2022 – Feb 2024

- Taking charge of hiring and managing the entire recruitment lifecycle.
- Aligned HR strategies with company goals, overseeing the complete employee lifecycle.
- Led seamless onboarding and integration via effective programs.
- Managed employee relations, addressing concerns, fostering positivity.
- Handled separations, exit interviews, and utilized feedback for enhancements.
- Utilized HRIS for precise data management, overseeing disciplinary actions and performance improvements.

HR- Executive

Regenta Central Cassia By Royal Orchids

Dec 2020 - Jun 2021

- Taking charge of hiring and managing the entire recruitment lifecycle.
- Making sure the employees are engaged by organising the event and conferences.

- Ensured legal compliance by creating/maintaining HR policies and procedures.
- Kept stakeholders informed on position statuses and potential hurdles.
- Keeping an eye out for any room for improvement in existing processes.
- Handled separations, exit interviews, and utilized feedback for enhancements.
- Maintaining attendance record.

Bakery Worker (Internship)

Radisson Blu Hotel

Feb 2020 - March 2020

- Plan, implement, and manage daily bakery operations.
- Create and curate menus, ensuring a diverse selection of baked goods.
- Propose innovative and enticing new menu options to enhance customer experience.
- Analyze and understand visitors' preferences to provide tailored suggestions.
- Expertly prepare a range of baked goods, including cakes, pies, cookies, and bread.

Education

Rana Cooking Institute Of Culinary Arts

Diploma in Hotel Management

August 2019 - February 2020

Skills

• Boolean Search • Organisation Skills • Human Resources Information Systems (HRIS) •
Technical Recruiting • HR-Operations • Onboarding • Screening • Content Creation • MS-Office