

Contact

www.linkedin.com/in/mansi-malhotra-hr (LinkedIn)

Top Skills

Cold Calling

Sourcing

Screening Resumes

Mansi Malhotra

Strengthening Trential | HR Manager | People & Culture | We're hiring!

Gurugram, Haryana, India

Summary

My Story: Stumbled into HR by chance, and now I'm cherishing every moment.

Passionate HR professional with 5+ years of experience in shaping company culture, driving employee engagement, and fostering a positive work environment. Skilled in talent acquisition, employee relations, compensation & benefits, and performance management.

A startup junkie who thrives on the thrill of building something from scratch.

Experience

Trential

Human Resources Manager

November 2022 - Present (2 years 3 months)

Gurugram, Haryana, India

Spearheading the development and implementation of HR infrastructure from the ground up.

This includes establishing robust processes and policies for Talent Acquisition, Employee Relations, Compensation and Benefits (including ESOPs and health insurance), Legal Compliance, Appraisal Cycles, Performance Management, Employee Engagement Activities, Culture Building, and Operations, ensuring a strong foundation for Trential's growth and success.

Laying the groundwork for a successful future.

CRUBN

Human Resource Manager

June 2021 - November 2022 (1 year 6 months)

Kanpur IIT, Kanpur, Uttar Pradesh, India

edWisor.com

Senior Associate-Mentor Acquisition

October 2020 - May 2021 (8 months)

Gurugram, Haryana, India

BlewMinds - Believe. Be. Beyond

Client Consultant

March 2020 - September 2020 (7 months)

Gurgaon, Haryana

- Responsible for hiring a wide range of technical and non-technical roles, from junior to senior levels.
- Led a team of recruiters, leveraging diverse source mix and conducting comprehensive assessments to identify top talent.

OYO

1 year

Human Resources Executive

November 2018 - July 2019 (9 months)

Gurgaon, Haryana, India

- Successfully filled over 150 positions, including 45 Area Business Heads, for the Supply vertical in the North region.
- Managed the Demand-Supply Dashboard and gained proficiency in Taleo.
- Facilitated internal stakeholder management and processed referrals through Internal Job Postings (IJPs).

Human Resources Intern

August 2018 - October 2018 (3 months)

Gurgaon, India

- Led end-to-end recruitment processes for Demand Manager roles, successfully filling 30+ positions in the Northern Region within a month.
- Managed the entire recruitment lifecycle, including sourcing, screening, interviewing, and negotiating offers.
- Provided support to the recruitment team through shadowing interviews and managing recruitment drives.

Indian Oil Corporation Limited

Finance Intern

June 2017 - July 2017 (2 months)

India

LegalSpell

Marketing and Sales Intern

September 2016 - October 2016 (2 months)

India

Intern Theory

Social Media Intern

September 2016 - October 2016 (2 months)

Delhi

Education

Delhi University

Bachelor of Commerce - B.Com Honours, Business/Commerce,
General · (2015 - 2018)

Sachdeva Public School

Higher Secondary Degree, Commerce with Maths · (2014 - 2015)