Alishana Gour – HR Executive

An MBA HR Professional with overall 3.6 years of experience in HR field. With enthusiasm of learning new techniques and implementing further whenever required.

Email- alish_1001@yahoo.co.in

Contact – **7066856369**

Location – **Bangalore**, **Karnataka**

LinkedIN- https://www.linkedin.com/in/alishana/

Work Experience

Jan'18 – Apr'19 **HR Executive- Mindscape Computing Pvt Ltd**

Mindscape is **Product based IT company** established in Silicon Valley of India (Bangalore).my role in Mindscape involved as an HR was to hire, develop and retain the best and brightest employee while continuously strengthen the values of the organization by taking proactive decisions.

- Employee engagement.
- Maintenance of HRIS .
- Payroll Processing.
- Vendor management.
- End-to-Recruitment .
- On boarding and induction/ Documentation .
- Background verification and reference checks.
- Hands on Experience in Microsoft Office

Aug'10- Dec'12 **HR Consultant - Lavanya Management Services Pvt Ltd**

Lavanya Management Services is **Human Resource services firm** situated in Noida. During that tenure while working in Lavanya my role was completely into End to End recruitment. providing required manpower supply of client according to SLA with in minimum TAT.

- ETE recruitment
- Updating tracker daily/weekly/ monthly
- Documentation/ employee engagement

Education

2008-2010 MBA(Full Time) HR (66%)
Hindustan College Of Science & Technology

2004-2007 B.Sc (H) Computer Science (74%)
Bundelkhand University

Projects

2007 (Jan- Jul)

- **Employee's Information details (Final Year Project)**

Instrumentation Limited, Jhansi.
(VB 6.0 ,Oracle)

2009 (45days)

- **Allowance and Leaves of Employees.**

Instrumentaion Limited , Jhansi

2010 (3 months)

- **Consumer needs and Behaviour w.r.t.**

Reliance retail in NCR region

Conferences

2009 **Mobile Computing & Current Trends** -HCST **(National Conference)**

2009 **Recession in Global Economy: Impact of Business including IT Sector** HCST **(National Conference)**

2010 **Climate capability on business in 2010** – HCST **(National Conference)**

2009 **HR Symposium** – HCST

Skills & Core Competencies

Grievance Handling	■■■
Onboarding /off boarding	■■■■■
Induction	■■■■■
ETE Recruitment	■■■■■
Cross functional coordination	■■■■
Employee Engagement	■■■■■
Payroll	■■■
HRIS	■■■■
Vendor Management	■■■■■
Vlookup, Hlookup	■■■
Pivot table	■■
Retention	■■
Exit Interview	■■■■■

Languages

English, Hindi

Personal Details

DOB – 09/07/1987
Marital Status – Single
Gender – Female
Hobbies – Net surfing , Reading books, listen to music, solving puzzles.