

DEVRISHI GOUR

Phone: 6265348389

Email: devpratapsinghgour2000@gmail.com

Address: Ward No. 01 Namu Nagar, Gwalior Bypass, Behind K T M School, Shivpuri, Madhya Pradesh - 473551

PROFESSIONAL SUMMARY

Innovative, forward thinking with 1.5 year of experience in the areas of performance management, benefits administration, hiring, employment law, and compensation and wage structure. Success developing and executing new hire orientations, maintaining employee databases and human resource information systems, and investigating employee grievances and providing appropriate resolutions. I have an experience into IT and Non – IT sector.

EMPLOYMENT HISTORY

Company Name	Designation	Duration
InnovationM	HR Executive	Sep. 2022 – Feb. 2023
Pylon Management Consulting	HR Executive	Sep. 2021 – Aug. 2022

Roles and Responsibilities:

- Responsible for IT Recruitment (java, php, react, mean stack developer, etc) and Non IT Recruitment (sales, BDE, CSE etc) from junior Level to Senior Level Profiles.
- Overseeing the entire hiring process and ensuring that every stage of recruitment runs smoothly.
- Scouting and recruiting prospective employees by using professional job portals like Naukri.com, LinkedIn and other databases, social media platforms, and professional networks and maintaining data on ATS like RMS, Zwayam, IM etc.
- Designing interview questions and screening procedures for individual positions.
- Writing and posting job advertisements to appropriate job boards, print media, and digital platforms.
- Conducting interviews with candidates and assessing their skills, experience, and aptitudes for a position.
- Evaluating current recruitment strategies and determining areas of improvement.
- Developing new hiring strategies to improve the recruitment process.
- Assisting with the on-boarding of new employees.
- Creating hiring status reports for management review.

EDUCATION

Degree	Institute	Board / University	Year	Aggregate% / GPA
B.Sc HM	School of Hotel Management and Tourism, Phagwara	Lovely Professional University	2021	7.6
12 th	Bal Shiksha Niketan Higher Secondary School, Shivpuri	MP Board	2018	86.4%
10 th	Bal Shiksha Niketan Higher Secondary School, Shivpuri	MP Board	2016	88.5%

Other Qualifications :

Completed “Operations Management” online course , 2019

Completed “ Secret Sauce of Great Writing” online course, 2019

PERSONAL DETAILS:

-Date of Birth: 14.04.2000

-Gender: MALE.

-Languages Known: English and Hindi.

-Father's Name: KAPOOR SINGH GOUR

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Date :

Signature: