

Shiv Kumar Gour



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WORKEXPERIENCE

Student coordinator

(Funfirst Global skillers Pvt.Ltd)

Student Care and Conduct

- Provide guidance and counselling to students who need appropriate resources in Lava Mobile manufacturing.
 - Maintain communication with parents, and about course and facilities health and safety, incidents and problems.
 - Develop and maintain confidential student records relative to conduct and well-being.
 - Maintain good working relationships with Counseling Services, Student Health Services, Human Services, Office of Disability Services, Campus Safety and other company providers to ensure services for students
 - Attend conduct hearings students for Lava mobile/salcomp provide them with information on legal resources if necessary
 - Provide daily training in company **lava manufacturing plant**.
 - Work according team to address issues of academic success, including assisting with attendance and academic probation processes.
 - Service as a primary point of contact for urgent and emergency student safety issues Student Engagement
- Plan trips and activities for students.

Tele caller

India Calling (2009-2012)

- Contacting potential or existing customers to inform them about a product or service using scripts
- Answering questions about products or the company
- Asking Questions To Understand Customer Requirements And Close Sales.

Team Leader

GG Groups Pvt.ltd (6 Month)

- Set clear team goals
- Delegate tasks and set project deadlines
- Oversee day-to-day teams' operation and performance
- Do regular performance evaluation
- Create a health and motivating work environment and atmosphere
- Develop a well-designed and motivating evaluation program
- Communicate with teams about their performance
- Monitor team performance and report on metrics
- Motivate team members
- Discover training needs and provide coaching
- Listen to team members' feedback and resolve any issues or conflicts
- Plan and organize team building activities

Administrative Executive

Arania services Pvt Ltd (2013-2015)

- Assume role of primary point of contact between the executives and internal/external clients
- Maintain daily electronic journal, arrange meetings and appointments and provide reminders as needed; maintain master corporate calendar of all conferences, all-hands events, holidays, and vacations
- Handle requests, feedback, and queries quickly and professionally
- Arrange executive travel, hotel and dining arrangements as needed
- Take dictation and meeting minutes, accurately enter notes and distribute
- Monitor office supply levels; reorder when appropriate
- Maintain strong relationships with vendors and keep price

- data in order to get best pricing on supplies and services
- Produce professional quality reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system for both paper and electronic records
- Delegate tasks as appropriate to other members of the team.

Administrative Executive

Vivo Healthcare Pvt Ltd (2016-2018)

- Administrative executives are the primary gatekeepers of the executive offices.
- They are responsible for the daily administrative activities of the executive offices. Such responsibilities include juggling phone calls, handling mail and offering administrative advice when needed.
- Administrative responsibilities can sometimes go beyond business and overlap into personal assistance, as well.
- As highly respected members of the executive team, administrative executives can be relied upon for daily personal needs, such as arranging vacation flights or personal transportation.

HR Recruiter

EHS Excellent HR Solution Pvt Ltd (2019)

- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees.

EDUCATION

10th Passed from (U.P Board)

12th Passed from (U.P Board)

SKILLS

Ms Office, Power Point, Word



DTP Desk-Top Publishing



Personal Details:

Name : - Shiv kumar Gour

Father's Name: - Raj Kumar Gour

Date of Birth : - 03/03/1992

Gender : - Male

Nationality : - Indian

Religion : - Hindu

Marital Status : - Married

Languages : - English, Hindi

Date

Place