

Shivalik mishra

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Beta 2, Greater noida, GB Nagar, UP

HUMAN RESOURCES

Seasoned HR Executive with 2 years of experience in Hospitality, Retail and IT industry. Proven track record in talent acquisition, employee relations, performance management, payroll and compliance. . Passionate about driving organizational success through strategic HR initiatives and fostering a positive work culture. Offering a strong foundation in various HR functions and managing complete employee life cycle and assisting in Recruitment and Operations.

KEY COMPETENCIES

Payroll	compliances	Onboarding and induction
Recruitment	Administrative work	Time office management
Sourcing candidates	Employee engagement activities	HRIS and HRMS
		MS Office

PROFESSIONAL EXPERIENCE

LOTS Wholesale Solutions HR Supervisor	Sept 2024-Present
PVR INOX LTD HR Executive	Jun 2023 - Aug 2024
college dunia Talent Acquisition intern	Jul 2021 - OCT 2021
Crowne plaza, Greater noida HR Intern	MAY 2021- JUN 2022
Appsierra solutions HR Intern	JUL 2021 - OCT 2021

EDUCATION & CERTIFICATIONS

- **2021-2023- Msc in Hospitality and Hotel Administration (HR specialization)**
- **2018-21 B.Sc. In Hospitality and Hotel Administration Institute of Hotel Management (IHM) Bhopal**
- **2018 Higher Secondary – ISC Board From St. Joseph’s School Greater Noida.**
- **2016 High School - ICSE Board From St. Joseph’s School Greater Noida.**