

**PRIYANKA PATHAK**

H-704, Casa Vyoma,  
Sarkari Vasahat Road, Opp Auda Garden,1  
Vastrapur, Ahmedabad-380052  
Mobile No : 9099048344  
E-mail: [priyankap Gupta@hotmail.com](mailto:priyankap Gupta@hotmail.com)

---

**OBJECTIVE:**

- Strategic thinker with a knack for Employee Relations, Employee Grievances, HR Documentation, HR Processes and Performance management, seeking a challenging position and advancement in HR management. Strong advocate for Diversity, Inclusion and Employee well-being

**PROFESSIONAL QUALIFICATIONS:**

- **Masters in Business Administration (MBA)** with specialization in Marketing and Human Resource Management from Pt. Jawaharlal Nehru Institute of Business Management, (Affiliated to Vikram University) Ujjain in the year 2000.

**ACADEMIC QUALIFICATIONS:**

- **Bachelor of Commerce** from Vikram University in the year 1998.

**WORK EXPERIENCE:**

<b><u>Duration</u></b>	<b><u>Details</u></b>
Dec 2017 to till date	Working remotely as an HR Associate in The Galaxy School of Education Trust, Rajkot
June 2015 to Nov 2017	Took a sabbatical from work for my passion for reading and travelling extensively.
Feb 2014 to June 2015	Worked as a Centre Head in Tapti Kids, a preschool of Tapti Valley Education Foundation Trust, Surat
July 2010 to Dec 2014	Took sabbatical for spending full time with my new born
March 2009 till June 2010	Worked as Operation Manager-Leads, Collections, ICICI Bank Ltd., Surat

**PRIYANKA PATHAK**

H-704, Casa Vyoma,  
Sarkari Vasahat Road, Opp Auda Garden,2  
Vastrapur, Ahmedabad-380052  
Mobile No : 9099048344  
E-mail: [priyankagupta@hotmail.com](mailto:priyankagupta@hotmail.com)

---

July 2006 till March 2009	Worked as Branch Sales Manager- Loan against Property, ICICI BANK Ltd., Indore & Raipur)
Dec 2002 till July 2006.	Joined as Relationship Officer in December 2002, in ICICI BANK Ltd., Indore Promoted as Branch Sales Manager-Home Loans in July 2006
Aug 2002 to Dec 2002	Times of India, Indore, ( Publication of Bennette & Coleman Co. Ltd.) As Response Executive
Jul 2000 to Aug 2002	Protec Pvt. Ltd., Indore (Sister Concern of Cipla Laboratories Ltd.) as Management Trainee

**KPA (As HR Associate in The Galaxy Schook of Education Trust in Rajkot) :**

- Successfully carried out all HR functions for the deputed department, including recruitment, onboarding, performance management, employee relations, and employee development.
- Built and nurtured healthy relationships between the employer and employees, fostering a positive and productive work environment.
- Actively participated in the grass-root execution of assigned projects, ensuring their successful implementation.
- Facilitated the execution of projects by coordinating and supporting the efforts of the project team.
- Collected, analyzed, and prepared strategic reports on HR-related organizational issues, providing valuable insights and recommendations to the management.
- Developed and documented case studies on management functions, showcasing effective practices and lessons learned.

**PRIYANKA PATHAK**

H-704, Casa Vyoma,  
Sarkari Vasahat Road, Opp Auda Garden,3  
Vastrapur, Ahmedabad-380052  
Mobile No : 9099048344  
E-mail: [priyankagupta@hotmail.com](mailto:priyankagupta@hotmail.com)

---

- Assisted in the formulation and documentation of HR policies, processes, and operational manuals, ensuring compliance and consistency.
- Managed various human resource activities across departments, effectively addressing employee needs and promoting organizational cohesion.
- Successfully fulfilled administrative responsibilities as required, maintaining efficient office operations and supporting day-to-day activities.
- Actively pursued growth and development opportunities offered by the organization, enhancing professional skills and knowledge.
- Undertook any necessary and appropriate tasks as assigned, ensuring a flexible and proactive approach to work.

**KPA (As Centre Head in Tapti Kids in Surat) :**

- Leadership and Management:
  - Provided strong leadership and guidance to the teaching and administrative staff
  - Developed and implemented strategies, policies, and procedures to ensure the smooth functioning of the center.
- Educational Program Development:
  - Oversaw the development and implementation of a high-quality curriculum based on age-appropriate learning standards.
  - Ensured that the curriculum supports the cognitive, social, emotional, and physical development of children.
  - Monitored and assessed the effectiveness of the curriculum and make necessary adjustments to meet the needs of the students.
- Enrollment and Admissions:
  - Developed and implemented strategies to attract and retain students, including marketing initiatives and open houses.
  - Handled admissions inquiries, conduct school tours, and manage the enrollment process.

**PRIYANKA PATHAK**

H-704, Casa Vyoma,  
Sarkari Vasahat Road, Opp Auda Garden,4  
Vastrapur, Ahmedabad-380052  
Mobile No : 9099048344  
E-mail: [priyankagupta@hotmail.com](mailto:priyankagupta@hotmail.com)

---

- Maintained strong relationships with parent, generate referrals, address their concerns, and providing regular communication about their child's progress.
- Staff Supervision and Development:
  - Recruited, trained, and supervised teaching and administrative staff members.
  - Conducted regular constructive feedback, and supported their professional development.
  - Organised and facilitated professional development workshops or training sessions for staff to enhance their skills and knowledge.
- Operations and Administration:
  - Managed day-to-day operations, including scheduling, budgeting, and resource allocation.
  - Ensured compliance with health and safety regulations, and other legal obligations.
  - Maintained accurate records and reports related to student enrollment, attendance, and academic progress.
- Parent and Community Engagement:
  - Fostered positive relationships with parents/guardians through regular communication, parent-teacher meetings, and involvement in school activities.
  - Collaborated with the community, local organizations, and educational institutions to enhance the preschool's resources and opportunities.
- Child Welfare and Well-being:
  - Ensured the safety, security, and well-being of all children in the preschool.
  - Implemented policies and procedures for emergency preparedness, health and hygiene, and child protection.
- Continuous Improvement:
  - Stayed updated with the latest research, trends, and best practices in early childhood education.
  - Continuously evaluated and improved the quality of the preschool's programs and services.

**PRIYANKA PATHAK**

H-704, Casa Vyoma,  
Sarkari Vasahat Road, Opp Auda Garden,5  
Vastrapur, Ahmedabad-380052  
Mobile No : 9099048344  
E-mail: [priyankagupta@hotmail.com](mailto:priyankagupta@hotmail.com)

---

***KPA (In ICICI BANK LTD in Indore and Raipur)***

- Managed the sales & marketing of ICICI Bank's secured mortgages products (Home Equity).
- Responsible for Business Generation through ICICI Bank Branches, Cross Sell Channels and IBSL.
- Developed & strengthened the relationship of bank with the broad builder segment & took it further to the status of Preferred Financer.
- Facilitated the task of Channel Management with DMA (Direct Marketing Associates) structure for deep market penetration.
- Enhanced the business volume of organization in terms of both sanction numbers and disbursement value at various locations.
- Built and maintained healthy business relations with high net worth, corporate and institutional clients, ensuring high customer satisfaction matrices.
- Maintained the goodwill of the bank by providing and ensuring high quality service within the specified time frame.
- Monitored the delinquency MIS and provided feed back to credit team and support to the collection team..

***KPA (In Times Group, Indore)***

- Space Selling of Advertisements locally as well as nationally for "Indore Plus" Section.
- Contacted existing and prospective retail and corporate client for market penetration with major emphasis on increased number of calls per day for higher productivity.
- Identified prospective clients and made presentations on behalf of the organization.
- Coordinated with Operations and Editorial Department prior to issue release.
- Responsible for planning, forecasting, preparing & implementing the sales plan
- Monitored competitor activities, collection of market data and formulating action plan.

***KPAs (In Protec Pvt Ltd, Indore)***

- Conducted meetings with super specialist doctors and convinced them to prescribe company's product.

**PRIYANKA PATHAK**

H-704, Casa Vyoma,  
Sarkari Vasahat Road, Opp Auda Garden,6  
Vastrapur, Ahmedabad-380052  
Mobile No : 9099048344  
E-mail: [priyankap Gupta@hotmail.com](mailto:priyankap Gupta@hotmail.com)

---

- Conducted regular market surveys regarding product movement and doctor's prescription and booked orders from the counters.
- Met the stockiest demand, to check the product movement on time and looked after payments.
- Developed & managed long term relationships with retailers and customers by providing them with the best of services and knowledge about the product .
- Deployed all available means to the best for achieving the self fixed targets, both for sales in the assigned marketing area.

**PERSONAL DETAILS:**

Date of Birth	:	1 <sup>st</sup> April 1978
Marital Status	:	Married.
Spouse's Name	:	Mr. Samresh Pathak.
Husband's Profile	:	Regional Head, Ahmedabad, ICICI Bank Ltd.
Languages Known	:	English, Hindi.
Interests	:	Reading, Travelling and Gardening