



SHIYA PATHANIA

HR cum Operation Executive

 7876648408

 pathaniashiya@gmail.com

 [Shiya Pathania](#)

EDUCATION

MBA (HR)

Govt. PG College, Dharamshala

2023- 2025

Bsc (Mathematics)

MCM DAV College,Kangra

2020-2023

PROFESSIONAL SKILLS

- Data Management
- Training Coordination
- Project Management
- Microsoft Office
- Operating Efficiency
- Scheduling Coordination
- Written Communication

INTERPERSONAL SKILLS

- Team Collaboration
- Communication Skills
- Grievance Handling
- Problem Solving
- Conflict Management
- Time Management
- Attention to Detail

CERTIFICATIONS

- Organizational Behavior – Swayam
- HR cum Operations Executive Internship – Menrol Skills Pvt. Ltd.
- Excel for Beginners – Great Learning
- Project Management – Great Learning

PROFILE

Motivated and detail-oriented HR and Operations with experience in training coordination, project support, and team collaboration within the skill development sector. Adept at managing day-to-day operations, ensuring compliance with project guidelines, and supporting seamless execution of HR and administrative tasks. Known for strong communication, problem-solving abilities, and a proactive approach to team efficiency. Eager to contribute and grow in a dynamic professional environment.

WORK EXPERIENCE

HR cum Operation Executive

July 6, 2025 – Present

Menrol Skills Private Ltd.

- Managing end-to-end HR operations including recruitment, onboarding and employee documentation
- Coordinating daily operations under the DDUGKY project, ensuring compliance with SRLM and MoRD guidelines.
- Maintaining official email communication via Gmail with candidates, project officials, training staff, and placement partners.
- Preparing and sending formal emails for interviews, follow-ups, reporting, documentation requests, and placement coordination.
- Handling operational tasks like scheduling training, managing trainer logs, biometric attendance (AEBAS), and logistics.
- Drafting and submitting project reports, student progress data, and placement tracking on platforms like Kaushal Bharat.
- Tools Used: Gmail, Google Sheets, MS Excel, Word, Kaushal Bharat Portal, AEBAS

INTERNSHIP EXPERIENCE

HR cum Operation Executive Intern

Jan 6, 2025 – July 6, 2025

Menrol Skills Private Ltd.

- Assisted with Gmail communications for coordinating interviews, document collection, and training updates.
- Supported in maintaining and responding to official email threads related to the DDUGKY project operations.
- Helped with HR tasks like student enrollment, documentation, and organizing orientation sessions.
- Gained experience in using project software including Kaushal Bharat, AEBAS, and Google tools.

REFERENCE

Bikesh Pandey
(State Head)

Menrol Skills Pvt. Ltd.

Phone: 9682662039