

RESUME

HINA PATHAK

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Date of Birth: 15th September 1990

Gender: Female

Field of Specialization: Industrial Biotechnology

Key Skills in HR Management:

- 1) Knowledge of HR functions (pay & benefits recruitment training & development etc.)
- 2) Proficient in handling Google sheets MS-excel
- 3) Outstanding organizational and time-management abilities
- 4) Excellent communication and interpersonal skills
- 5) Problem-solving and decision-making aptitude
- 6) Knowledge of using Jupiter and python software for data analysis in HRM

Educational Qualification:

Degree	Board / University	School/ College	Month/Year of passing	Percentage obtained
PG Program in HR Management and Analytics	Amity University	Amity Future Academy	2022	92%
M.Sc. (Integrated) Industrial Biotechnology Semester – VII-XI(Post graduate)	Sardar Patel University	ARIBAS, New V.V. Nagar	2011-2014	75%
M.Sc. (Integrated) Biotechnology Semester- I-VI (Graduate)	Sardar Patel University	ARIBAS, New V.V. Nagar	2008-2011	72%
HSC	GSEB	T & T V School, Surat	2008	70%
SSC	GSEB	Scholar English Academy, Surat	2006	82%

Currently working as:

- 1) HR Manager/Recruiter at Shishya tech pvt ltd from March 2022 till today.
- 2) International Talent Acquisition Specialist at Gobester.com Lisbon, Portugal from December 2022 till today

Certificates achieved:

Sr.No	Course Title	Institute	Date of Completion
1	Virtual Recruiting	Society for Human Resource Management	January 02, 2023
2	Performance Management: Employee Engagement	Society for Human Resource Management	December 30,2022.
3	HR Recruiting Communication Strategies to Attract and Retain Top Talent	Society for Human Resource Management	December 29,2022.
4	Talent Management	HR Certification Institute	December 27,2022

Past Experiences:

1)Worked as HR Manager/Recruiter at Mount Litera Zee School Surat from march 2021 to april 2022 where my profile includes:

- 1) Actively involved in recruitment by preparing job descriptions posting ads and managing the hiring process
- 2)Maintain employee records(Attendance and payroll management)
- 3)Create and implement effective onboarding plans
- 4)Provide counseling on policies and procedures
- 5)Review employment and working conditions to ensure legal compliance
- 6)Support the development and implementation of HR initiatives and systems

2)Worked as Admin H.O.D at Shree Gurukrupa Vidhya Sankul Udhna Surat from September 2018 to February 2021 where my profile included:

1. Recruitment of staff
2. Conduct teacher and staff evaluation
3. Support faculty with training, enrichment and goal setting
4. Arrangement of seminars for staff as well as students
5. Represent and manage school reputation
6. Communicate and solve problems faced by parents, staff and students.

3)Worked as Student Counsellor and Co-ordinator at BETA Academy from January 2018 to May2018.

4) Worked as Marketing Executive at Pollucon Laboratories from April 2015 to October 2016.

5) Worked as Sales Executive in Regenerative Medical Services from July 2014 to March 2015.

6) Worked as Research Associate in Sardar Patel Institute of Research in biotechnology from Dec 2013 to April 2014.