**AMIT PATHAK**

**HR Manager, Admin, Manager, Operation Manager**



+91.7737050471  AMITPATHAK609@GMAIL.COM  UDAIPUR, Rajasthan

**PROFILE • ABOUT ME**



Passionate in the belief that Human Resource development is essential to the growth and success of an organization that wishes to scale and achieve higher levels of profitability. Proven track record in successful HR management and implementations. Aggressive and determined to find the strengths and weaknesses of both employees and an organization’s culture so as to improve the productivity and profitability of a company. Experience 7+ years

**EDUCATION**



|  |  |
| --- | --- |
| **HIGH SCHOOL** | Completed, May 2006 |
| Sarswati Inter College |  |
| UP Board – Hathras, Uttar Pradesh |  |
| **PCM, INTERMEDIATE** | Completed, May 2009 |
| Sarswati Inter College |  |
| UP Board – Hathras, Uttar Pradesh |  |
| **DIPLOMA IN SOFTWARE ENGINEERING** | Completed, April 2012 |
| NIIT |  |
| Ajmer, Rajasthan |  |
| **IT, BACHELOR OF SCIENCE** | Completed, April 2014 |
| NIIT |  |
| Kuvempu University – Ajmer, Rajasthan |  |
| **WORK EXPERIENCE** |  |
|  |  |  |
| **CCE** | *Sep 2011 - Sep 2012* |
| Serco BPO Services Limited | *Ajmer, Rajasthan* |
| **COMPUTER OPERATER** | *Oct 2012 - May 2013* |
| Perna College | *Ajmer, Rajasthan* |
| **BACK OFFICE EXECUTIVE** | *Jun 2013 - Dec 2013* |
| Commerce Academy | *Ajmer, Rajasthan* |
| **COMPANY REPRESENTATIVE & ADMIN** | *Jan 2014 - Dec 2015* |
| Satguru Total Services Pvt. Ltd. | *Ajmer, Rajasthan* |
| **NETWORK MANAGER** | *Mar 2016 - Nov 2016* |
| Ajmer Auto Agencies (HMSI) | *Ajmer, Rajasthan* |
| **ASSISTANT MANAGER (HR & ADMIN)** | *Jan 2017 - Feb 2020* |
| Starworld Business Solution Pvt. Ltd. | *Udaipur, Rajasthan* |
| **ASSISTANT OPERATION MANAGER** | *Feb 2020 - Current* |
| Satguru Total Services Pvt. Ltd. | *Ajmer, Rajasthan* |
| **TRAINING & CERTIFICATIONS** |  |
|  |  |  |
| 9th National IT Aptitude Certificate, NIIT, 2013 |  |



**SKILLS**



Team oriented and results driven.



Company Management.



Liability & Responsibility.



Public Relations.



**LANGUAGES**



Hindi



English



**PERSONAL INTERESTS**



Singinig.



Readings



Listening Music.



View Adventure Place



**PERSONAL INFORMATION**



|  |  |  |  |
| --- | --- | --- | --- |
| Father’s Name: | Dr. Vinod Pathak | Marital Status: | Single |
| Birthday: | August 20, 1992 | Nationality: | India |
| Gender: | Male |  |  |

**DECLARATION**



I, AMIT PATHAK, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



|  |  |  |
| --- | --- | --- |
|  | UDAIPUR, Rajasthan |  |
| **AMIT PATHAK** |  |
| July 20, 2020 |  |
|  |  |