

CURRICULUM VITAE

Mrs. Firuzi Shazad Bhathena

E-mail Id : firuzi2003@yahoo.co.in

Career Objective:

To use my skills in best possible way and leave no stone unturned for achieving overall development of students along with inducing good value system in them.

Academic Credentials:

DEGREE	INSTITUTE / UNIVERSITY	YEAR	(%)	CLASS
SSC	Gujarat State Education Board	2008	69%	I Class
HSC	Gujarat State Education Board	2010	68%	I Class
B.B.A.	Veer Narmad South Gujarat University.	2013	59%	II Class
M.H.R.D.	Veer Narmad South Gujarat University.	2015	70%	Distinction

Awards & Achievements:

- March 2014 – 1st in Elocution competition held in Department of Human Resource Development.
- Jan 2007 – Participation certificate in elocution competition held by Junior Chamber International Surat.
- July 2006 – 2nd in Mono acting competition held in Umrigar School Surat.
- Dec 2006 – 1st in Ex Tempo Competition held in Umrigar School Surat.
- July 2006 – 1st in Elocution competition held in Umrigar School Surat.
- Dec 2006 – 3rd in Ex Tempo Competition held in Lourdes Convent High School Surat.
- Nov 2003 - Participation certificate in elocution competition held in Umrigar School Surat.
- Aug 2003 - Participation certificate in Science Project held in Umrigar School Surat.

Internship:

I did my summer internship at TGB Hotels Pvt. Ltd.-Surat On **Recruitment and Selection** for two months

Computer Awareness:

Basic knowledge of MS Office (Word, Excel, PowerPoint)

Work Experience:

Worked at Mavin (Maven) Agency(Digital Marketing firm specialized in development and designing of websites) as **HR Executive**- Generalist role from 8th March 2016 to 30th March 2017—Rewarded here with employee for the quarter for Employee Engagement activities.

Worked as a visiting lecturer at Department of Human Resource Development (VNSGU) from 1st January to 30th March.

Worked as a Teaching Assistant at Management department Uka Tarsadia university Bardoli from 9th July 2015 to 10th October 2015 – Taught varied HR subjects

Personal Information:

- Name : **Mrs. Firuzi Shazad Bhatena**
- Date Of Birth : **26/11/1992**
- Sex : Female
- Religion : Zoroastrian (Parsi)
- E-mail : firuzi2003@yahoo.co.in
- Languages : English, Hindi, Gujarati
- Strengths : Optimistic, Smart-worker,
Good Grasping power and Enthusiastic.