



Resolving Double Helix For Life



## Amita Rathod

Teaching Assistant /Admission officer  
/Scope Coordinator

[amita.rathod@utu.ac.in](mailto:amita.rathod@utu.ac.in)

### Education

<b>Masters of Arts in English</b> IGNOU University, Delhi.	<b>2016</b>
<b>Bachelor of Education (B.Ed.)</b> INGOU University, Delhi.	<b>2010</b>
<b>Masters of Human Resources Management</b> Faculty of Social Work, M. S. University, Vadodara.	<b>2002</b>
<b>Bachelor of Arts (English)</b> Faculty of Arts, M. S. University, Vadodara.	<b>2000</b>

### Specialization

**Human Resources Management.**

**English Literature**

### Professional/Teaching Experience

- Worked as a **Counsellor** in Non-Government Organization (SVADESH) Vadodara. August,2002 to August ,2003
- Worked as a **LG Promoter and as a Customer Care Executive** at Reliance Web World, Surat , from September, 2003 to June,2005.





Resolving Double Helix For Life

## C G Bhakta Institute of Biotechnology

[www.cgbibt.edu.in](http://www.cgbibt.edu.in)

- Worked as an **Assistant Teacher and Supervisor** at Ryan International School, Gangadhara, Surat from July 2005 to March 2013.
- Worked as a **Visiting Faculty at BCA (HONORS) Course, at Bardoli Uka Tarsadiya University**, to teach communication skills for one year February 2013 to March 2014.
- Worked as a **PRT Teacher** at Global Indian International School, Chalthan, Surat from April 2013 to March 2014.
- Worked as a Young INTACH Newsletter Coordinator at Global Indian International School, Surat.
- Presently working as a Teaching Assistant and an Admission Officer at Uka Tarsadia University since March 2014.
- Working as a Scope Coordinator at Uka Tarsadia University.

### Research Interest

**H. R. Systems.  
Employee Job satisfaction.  
Training and Development.  
Performance Appraisal.**

### Research Experience

#### Dissertation:

Dissertation/M.Phil/PhD	Year/Semester	No of student
“VRS(Voluntary Retirement Scheme) in Banking Sector” (Bank Of Baroda)	4 <sup>th</sup> Semester, 2002	At Individual level

#### Projects undertaken during M.H.R.M.

Sr. No.	Name of the Organization	Period	Projects
1.	Bayer ABS Ltd; Baroda	3 <sup>rd</sup> Semester	Studied HR system, Training & Development, Performance Appraisal & Quality Circles.



UKA TARSADIA UNIVERSITY, Maliba campus, Gopal Vidyanagar,  
Bardoli-Mahuva Road, Tarsadi - 394 350, Dist. Mahuva, GUJARATA (India)

[www.utu.ac.in](http://www.utu.ac.in)



Resolving Double Helix For Life

2.	Traspek Industry, Ekalbara	4 <sup>th</sup> Semester	Project on “HRD Climate”.
----	----------------------------	--------------------------	---------------------------

## **MEGA PROJECTS:**

### **Summer Training:**

**Industry:** Dharak Limited, Glass Unit (Formerly Alembic Glass, Vadodara)

**Project:** Conducted a Survey on “Employees Job satisfaction”.

### **Block Placement:**

**Industry:** Indian Petrochemicals Corporation Ltd ;( IPCL) , Vadodara

**Project:** Project Report on General Overview of IPCL.

## ***Creditable position***

- # Organized seminar on Woman Development, Drawing, and Essay competition. Gujarat Labor Welfare Board, Vadodara. In 1st Semester of M.H.R.M.
- # Conducted awareness Program on S.G.S.Y. (Suvarna Swarojgar Yojna) and formed a group. Shroffs Foundation Trust Ekalbara, Vadodara in 2<sup>nd</sup> Semester of M.H.R.M.
- # Studied HR system, Training & Development, Performance Appraisal & Quality Circles. Bayer ABS Ltd; Baroda in 3<sup>rd</sup> Semester of M.H.R.M.
- # Worked as a Coordinator for INMUN(Indian Models of United Nations) in Ryan International School, ICSE Palsana in 2010 and 2011at New Delhi (Country Allotted- Honduras and Saint Lucia)
- # Worked as a Secondary Section Coordinator at Ryan International School, Gangadhara, Surat.
- # Received Appreciation certificate from Help Age India.
- # Got Industrial training from Reliance Petrochemicals, Vadodara.
- # Received appreciation certificate from 8<sup>th</sup> National Science Olympiad, Delhi.
- # Received participation certificate for attending 4<sup>th</sup> Annual conference of Mathematics Teachers of India at Atul Vidhayala. Valsad, Gujarat.

