

HIRENKUMAR GARANIYA

SUMMARY

Detail-oriented HR specialist known for effective leadership and organizational skills. Experienced in coordinating educational programs and optimizing HR operations to drive efficiency and support business objectives in a healthcare environment.



EXPERIENCE

HR HEAD & ADMINISTRATOR, 04/2024 - Current
Aarogyam Hospital - Rajkot, India

- Developed and implemented HR policies aligned with hospital goals.
- Managed recruitment processes for various healthcare positions.
- Monitored budgets related to HR operations including staffing costs, compensation packages.
- Reviewed job descriptions to ensure accuracy of position responsibilities.

Teaching Assistant, 10/2022 - 04/2024
RK University, Rajkot - Rajkot, India
Program Coordinator of B.Sc. MRIT.
Exam Coordinator of B.Sc. MRIT.

Radiologic Technologist, 06/2020 - 07/2021
Ganesh Imaging Center - Amreli, India

- Operated radiologic equipment to perform diagnostic imaging procedures.
- Maintained accurate patient records and documentation of imaging results.

EDUCATION AND TRAINING

Post-Graduate Diploma in, Hospital Management, 04/2024
Saurashtra University - Rajkot

Bachelor of Science in, Medical Radiology and Imaging Technology, 06/2020
RK University - Rajkot

CONTACT

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SKILLS

- Recruitment management
- Budget monitoring
- Performance management
- Human resources strategy
- Employee relations
- Team leadership
- Effective communication
- Problem solving