

# Resume

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## **CAREER OBJECTIVE**

To work for a professionally managed company that provides immense opportunities for career growth, to develop the organization and grow with the organization to greater heights.

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**Company: Naxpar Pharma Pvt Ltd.**  
**Position Held: Executive HR. (Baddi, HP)**  
**Tenure: Jan 2020 till date**

Naxpar has grown tremendously, spreading its geographic reach and expanding its production capacity. Indian Pharma sector, one that could be plugged with a quality-driven and reliable service offering in pharmaceutical and cosmetics manufacturing. Naxpar's key strength is manufacturing finished formulations for multinationals in India and abroad and in emerging pharmaceutical markets such as Nigeria, Kazakhstan, Kenya, Mauritius etc.

➤ **Personnel Management:-**

- Knowledge of daily attendance record maintain of employees(Time Office Mgt.)
- Knowledge of manpower handling & payroll.
- Knowledge of various labour laws, & returns regarding factory, ESI, EPF, audit etc.

➤ **Human Resource Function:-**

- Joining formulates of new employees.
- Knowledge of conduct induction programs for new joining.
- Recruitment, attrition rate, SOP, performance management system, bonus, gratuity, & exiting formalities.
- Allowances and Reimbursements ( like telephone, mobile, LTA )

➤ **General Administration:-**

- Plant housekeeping, Transportation
- Canteen & Security handling etc.

➤ **Employee involvement/ Benefit programmes:-**

- Coordinates in organizing Fire-Fighting & other activity related employees involvement.
- Birthday celebration, Get-Together, Farewells, New Year celebrations, Festival organization for employees.

➤ **Surveys:-**

- Conducting surveys like: - Employees satisfaction Small group activities, Absenteeism survey.
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**Company: Martin & Brown Bio Sciences – HR Dept**  
**Position Held: Executive HR. (Baddi, HP)**  
**Tenure: January 2019 till Jan 2020**

It's a rapidly growing multifaceted company with ultra modern facilities for manufacturing a huge basket of healthcare products for the past two decades. The company has created its strong presence in contract and third party manufacturing for reputed Pharmaceutical companies.

Job Responsibilities:

- Executing the entire gamut of task in recruitment encompassing sourcing, screening, and appointment etc.
- Ensuring adherence to the statutory compliances with respect to factories

- Maintaining MIS reports and other operation reports which involving daily attendance, leave records, salary and wages, etc .
- Making a record of the labours as per laws.
- Handling and maintain the records of contractual workmen.
- Making the Payroll, Full and final, ESI, EPFO.
- Completing the third party Audit and GMP formalities.

**Company: HIGHDESIGN INDIA PVT. LTD - HR Dept**  
**Position Held: Assistant Manager. (Baddi, HP)**  
**Tenure: May 2016 till Dec 2018**

Hidesign launched its first exclusive boutique in India in 1998 and has quickly grown to 84 exclusive stores and a distribution network in 23 countries that has placed its product in over 2000 stores across the globe. Hidesign stands out for the sensuous naturalness of its high quality leathers and the smooth soft glow of its solid brass fittings in the leather goods it handcrafts.

**Job Responsibilities:**

- Setting up of HRIS system which reflects details Career History, Personal Details, Professional details etc of employees
- Employee Database Appointment Letter, offer Letter, Attendance Handling /Time office mgt. and payroll.
- PF Transfer & Withdrawal, and Statutory compliance
- Joining Formalities and exit formalities
- Appointment Letter, offer Letter
- Confirmation & Full & Final Settlement.
- Making statutory compliance like Provident Fund, Esic.
- Plant housekeeping, Transportation.

**Company: Poorvanchal Multi Sate Co-operative Society- HR Dept**  
**Position Held: Sr. Executive (Punjab)**  
**Tenure: August 2012 to May 2016**

It is one of the leading and recognised Co-operative Society under Ministry of agriculture Working area at the office in Punjab.

**Job Responsibilities:**

- Responsible for TOM.
- Joining Formalities and exit formalities
- Appointment Letter, offer Letter
- Confirmation & Full & Final Settlement.
- Plant housekeeping, Transportation.
- Handling Attendance System.
- Looking towards Pre-disbursement process , Verification of documents.

Employees Welfare:-Monitoring Medical services, Co-ordination with Canteen Contractor, Med claim Insurance of employees & co-ordination with Insurance Companies, Organize various functions to involve employees i.e. Annual Sports, Annual day, Founder day, Employees social gathering, Blood donation camp.

**Company: DTS GRUOP (Delhi)**  
**Position Held: Human Resource cum commercial Executive**  
**Tenure: September 2010 to July 2012**

A Leading organization that provides services in Logistic and Cargo from last two decades (DTS Cargo Pvt. Ltd., Transport Services). This group have 16 branches all over India.

**Job responsibilities:**

- Making entry of sales, purchase, cash & bank , payments & receipts.
- Preparation of Reconciliation such as Bank and Debtors & Creditors
- Preparing MIS as required by the Management and Handling the billing of all projects.
- Preparation the Vouchers & Maintaining the Books of Accounts

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**EDUCATIONAL QUALIFICATIONS**

Year	Course Completed	University /Board	Percentage
2010	MBA- ( Regular) HR/Finance	Rajasthan Tech. University , kota	62%
2008	B. Com	Himachal Pradesh University	51%
2005	H.S.C.	HP School education Board	54%
2003	S.S.C.	HP School education Board	50%

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**TECHNICAL SKILL SET**

MS Office, Tally, Marg.

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**PERSONAL TRAITS**

- *Self motivated with a drive to take responsibilities & accomplish objectives.*
- *Time Management, prioritisation and organizational skills*
- *Excellent Analysis and problem solving approach.*
- *Flexible and adaptable.*

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**PERSONAL DETAILS**

Date of birth : 18<sup>th</sup> June 1988  
Domicile : Himachal Pradesh  
Languages known : English, Hindi, Punjabi.  
Hobbies / Interest : Internet Surfing, Listening to music.

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( Mukesh Singh Rana)