**BHANU PRATAP SINGH GOHIL**

**Mobile:** 9589169138 / 9106756137

**E-Mail:** bhanu311@gmail.com

An ambitious, hardworking individual looking for challenging and enriching assignments in **HR** domain with an organization of high repute

**PROFILE SUMMARY**

* Experience of working with **Cadila Pharmaceutical LTD.**
* A **keen communicator** with the ability to relate to people across all hierarchical levels in the organization and stakeholders communication

**ACADEMIC DETAILS**

* **MBA-HR** from JAIPUR NATIONAL UNIVERSITY (distance learning).
* **B.Com** from DAVV, Indore in 2014-15.
* **12th** Vidhyakunj High school, Vadodara, GSEB, Gujarat in 2007-08.
* **10th** from Shreyas Vidhyalaya, Vadodara, GSEB, Gujarat in 2005-06.

**ORGANISATIONAL EXPERIENCE**

**Sep’15 till date Cadila Pharmaceuticals Ltd, Ahmadabad, India**

**Costing Finance (April'17 - till date)**

**Key Roles :**

* **Maintain current pricing of all the finished products in SAP master.**
* **Keep track on NPPA(National Pharmaceutical Pricing Authority) updates.**
* **Responsible for timely maintaining Form II, Form III & Form V entries on IPDMS portal.**
* **Responsible for price revisions & implementation for DPCO & Non-DPCO products along with issuing their FORM V & offer letters.**
* **Cost controlling of divisions.**
* **MIS preparation for responsible divisions.**

**HR Operational Supervisor (Sep'15 - April'17)**

**Key Roles :**

* Preparing field staff salary.
* Issuing Promotion/Transfer/Confirmation/Probation Extension/Relieving letters of field staff.
* Issuing Show Cause notice.
* Updating Leave Balance of the field staff in Frames portal.
* Process Full and Final settlement of resigned field employee.
* Maintain personal files of field staff.

**IT SKILL**

* Well versed with MS Office
* Worked on HIRS salary module.
* Basic knowledge of SAP pricing modules.

**PERSONAL DETAILS**

Date of Birth: 3rd November 1989

Languages known: English, Hindi & Gujarati.