**CURRICULAM VIATE**

**SOMAN**

Vill - Ugrahu,

Post - Kailshpur,

Distt - Saharanpur (UP) 247001

Mobile No. 8433017515, 7535922693

E-mail: [soman7535@gmail.com](mailto:soman7535@gmail.com)

**CAREER OBJECTIVE**

To work with an organization of repute having good work culture ethics, independent & professional working climate, so that individual can become strategic business partner for the growth of the Organization.

**PROFESSIONAL EXPERIENCE**

Total Working Experience : 3.7 Years

**Present Employer** : ARCH PHARMALABS LTDSite **(VITALIFE LABORATORIES)** Gurgaon.

Designation **: Jr. Officer – HR & Admin**

**Since** : March’ 2021 to till date

**Company Profile** **: Arch Pharmalabs** has gained recognition as a world-class provider of small molecule process chemistry, custom synthesis services and full life-cycle API and drug intermediates manufacture for the global pharmaceutical industry our India-based offering is supported by 2,400 customer-centric Archers, eleven certified facilities (including cGMP-compliant, US FDA- and EDQM-approved sites) and two state-of-the-art Process Technology centers. Arch Pharmalabs received CNBC TV Emerging Inda 2006 Award as the No.1 Small or Medium Company in the Pharmaceuticals and Chemicals category.

**Duties & Responsibilities:**

* Co-ordinate with internal departments to get exact requirements, get approval on Manpower Requisition then requirement posted onto the Intranet, Website and Consultants.
* Conducted telephonic interviews, one to one focused and group interviews, and in-depth

reference checks.

* Designed job advertisements for web recruitment and screened response against key job requirements
* Follow-up with selected candidates to confirm their DOJ and keep the respective departments informed to the same.
* Maintaining the new joined personal files.
* Preparation of new joined template for EID creation.
* Preparation of probationary appraisal forms and its distributions.
* Preparation of appointment letter, confirmation letter, and extension of confirmation letter and distribution.
* Tracking leave status for all employees deducting salary for LWP cases.
* Managing Induction training on Personnel activities & Time-office activities like attendance, Leave policy, Exit policy etc.
* Maintaining all statutory registers as per factory act/labour law.
* Creation of UAN & ESIC number of new entrants through portal.
* Maintaining the UAN & ESIC register.
* Preparation of PF & ESIC ECR, Challan generation.
* Updating the entrant data in Labour welfare Fund portal.
* Preparation of various reports i.e. Monthly reports, offered candidate status report, Birthday statement etc.
* Preparation of exit interview feedback templates.
* Full & Final settlement.

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| **HAVE WORK DONE WITH M/S ORIENT COATED PVT. LTD.** |

* Designation: HR Executive
* Duration: 10th Dec’2018 to 04th Mar’2021.
* Place: Riico Industrial Area, Bhiwadi (301019)

**Company Profile** **: Orient Coated Private Limited** is a Private incorporated on 29 June 1988. It is classified as Non-govt Company and is registered at Registrar of Companies, Jaipur. Its authorized share capital is Rs. 5,000,000 and its paid up capital is Rs. 3,385,000. It is inolved in Manufacture of other fabricated metal products; Like:- Abrasive Brushes and Wheel Kits. Abrasive Rolls and Kits. Abrasive Sharpening Stones. Cut-Off and Grinding Wheels. Flap Wheel, Sender Disc, metal working service activities.

**Duties &Responsibilities:**

* + To check & manage the requirements of manpower.
  + To maintain new joined employee records.
  + Issuing appointment and offer letter to the new joiners.
  + PF & ESIC registration of new joined employee.
  + EPFO & ESIC challan on monthly basis for payments.
  + To maintain attendance on daily basis and monthly basis for salary.
  + Responsible for operations, Admin Functions like Housekeeping, Canteen, and Securities.
  + Communicating with supervisors, Peers, Subordinated- Providing information to supervisors, Co-workers, and Subordinates by telephone.
  + Completing all resignation formalities, which include issuing acceptance letter of resignation, processing Clearance form and Releasing letter.

**ACADEMIC & PROFESSIONAL QUALIFICATION**

* + MBA From Dev Bhoomi School of Professional Studies, Saharanpur (UP) - 2018
  + BBA from Hari College of Management (Saharanpur) - 2016.
  + Intermediate from U.P Board - 2013
  + Matriculation from U.P Board -2011
  + One year Diploma in Computer Application.

**COMPUTER PROFECIENCY & SKILL**

* Well versed in Windows, MS Word, MS Excel, E-Mail on Outlook Express, Power Point, Internet etc.
* Having knowledge of SAP.
* Good team player and able to work individually
* **PERSONAL DETAILS**

Father’s Name : Mr. Farukh Ali

Date of Birth : 18/07/1995 Languages Known : English, Hindi

Present Address : Bhiwadi, Rajasthan (301019)

*I hereby declare that the above information given is correct and based on document in the view of facts. I request your kind honors please consider my candidature for post and oblige.*

Date:

Place: **Soman**