

Devyani N. Rana

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**CAREER OBJECTIVES**

- To Perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge
- To Excel in HR Functions with in depth Knowledge & Practical understanding of the business at the large , by contributing to the organization & also gain in terms of career growth with the aid of organizational support & Individual excellence.

PROFESSIONAL EXPERIENCE

- 1. Tatva Chintan Pharma Chem Limited - Ankleshwar**
Designation:Sr.Officer (HR/Admin)
Period : 01st June'23 to Till Date)
- 2. SPC Life sciences Limited- Ankleshwar**
Designation: Officer (HR/Admin)
Period : 10th June'21 to 30th May'23
- 3. Dormer Tools India Pvt Ltd ,Ankleshwar**
Designation: Officer-HR & Admin
Period: 21st Feb '21 to 06th June '21
- 4. PI Industries Limited-Panoli(On contract)**
Designation- HR Assistant
Period- 15th Dec '19 to 13th Jan '21
- 5. United Phosphorous Limited-Jhagadia (on contract)**
Designation- Receptionist cum Admin Assistant
Period- 18th Sep'17 to 21st Dec'18

CORE COMPETENCIES**1. Talent Acquisition/Recruitment:**

- ✧ Man power planning & Need identification.
- ✧ Managing End-to-End recruiting activities.
- ✧ Gathering requirement from top management and make a strategy plan, posting requirements on various Job portals (Naukri, LinkedIn) ,Print Media Advertise ,social media advertise , Pre screening and interviewing candidates and closing vacancies within the shortest possible time.
- ✧ Drafting and preparing Job descriptions of various job profiles in consultation with heads of different Functional & operational areas.

RESUME

Worked on recruitment Policy, Coordinates and liaises with respective department heads for various Promotions and Interview schedules. Scheduling telephone interviews, Zoom Interview, Goggle Meeting. preparation of call letters, conducting preliminary interviews and arrangement for final interviews. Coordinating & Follow-up with candidate's till joining.

- ✧ Preparing and maintain candidate database, Resumes database .

- ✧ Maintaining MIS of Recruitment tracker.
- ✧ Background verification has been done for Senior level candidates.
- ✧ After Candidates get selected - Medical to be given , preparing offer letters, appointment letters

2. Induction & Orientation /Joining Formalties (On Boarding)

- ✧ On Boarding Formalities for New Joinee Like their Documentation ,Offer letter, Appointment letter, Pay structure ,Bank Account Form ,PF & ESIC formalities, Initiating e-mail id/Group ID requests, generating employee code, Laptop/Desktop requests, Issuing SIM card, Welcoming Letters ,Punching ,I-Card , Initiate personal filling.
- ✧ Planning Staff introduction &Factory visit. Co-ordinate for Safety Induction.
- ✧ Organization Announcement.
- ✧ Inducting new joinee's to smoothen their transition on organization's culture,office working norms, introduction to company policies and guidelines for functioning in the organization & submitting the induction manual to the employees.
- ✧ Employee ID card Generations, stationary set handover and advising payroll for processing the salaries,
- ✧ UAN linking and UAN generation of new joinee on EPFO.
- ✧ Managing and updating Employees master & Data base on regular intervals. Maintaining Employee Files.
- ✧ Handover of new joinee to respective HOD's.

3. Employees Life Cycle :

- ✧ Assisting for pre on board process
- ✧ On boarding formalities
- ✧ HR Induction and Coordinate for Safety Induction
- ✧ Organization Announcement
- ✧ Handover of new joinee to Respective HOD
- ✧ New Joinee personal File/Record Maintaining
- ✧ Arranging of I-Card/Visiting card/Mail ID's etc
- ✧ Tracking for Probation period
- ✧ Share confirmation Appraisal form to respective HOD & Ensure for issue confirmation letter to Employees
- ✧ Exit Formalities & Exit interviews
- ✧ Coordinate for F&F settlement and Service letters
- ✧ Follow up, feedback and data base maintenance of Confidential Report of all employees.

4. Training & Development (L & D)

RESUME

Training Calender has been prepared base on HOD's recommendation for their particular employees based on HR

- ✧ Training Calender has been approved by QA & Co-ordinate by HR.
- ✧ Every month mailed has been drafted to schedule training as per Training schedule & Hod's provide nominations.
- ✧ Internal and External training scheduled.
- ✧ Training Evaluation form has been given to Participants & Attendance sheet has been provided- On bases of that Monthly MIS has been prepared & Man hours /Days has been claculated.
- ✧ Working with external vendors to schedule the training requirements for Technology domain Accenture employees.
- ✧ Liaising with vendors for content discussion, technical evaluation of trainers, cost Negotiation
- ✧ Negotiating complex vendor agreements and co-ordinate with legal teams for completion of legal document signatures.
- ✧ Understanding the needs and requirements of the different projects through regular meeting with Senior Managers.
- ✧ Networking
- ✧ Numeracy Skills
- ✧ Supporting in participation of external events & conferences.
- ✧ Maintaining the records of training completion and working on different reports for leadership team on budgets
- ✧ Onboarding new vendors who can execute the training as per client need.
- ✧ Preparing financial reports for monthly accrual activities to determine the spend on Training & Events.
- ✧ Resolving the queries from procurement & Finance team pertaining to the accrual activity.
- ✧ Pre & Post OJT's are given top New Joinee's when we hand over in their respective plants.
- ✧ CFT & Pareto training were scheduled on daily basis for each & every department.
- ✧ Training was getting update on MY PI -Training dashboard it would give theoverview of how all the training has been received by the different participant groups.

5. **Performance Management System(PMS)**

- ✧ Driving the annual performance appraisal cycle
- ✧ Benchmarking salary for annual review for both workmen and staff
- ✧ Monthly KRA has been discussed & meeting are conducted with particular HOD's & HR.
- ✧ PMS would done on yearly basis.
- ✧ Forms has been given to particular HOD's & it would be filled by employees then HOD;s will reviewed & lastly plant head.
- ✧ Base on Employees performance rating has been given
- ✧ Monthly Doing KRA & PMS for all levels of Employees & Preparing MIS for PMS .

6. **Employee Relations /Engagement**

- ✧ Mentoring and counseling employee to maintain a healthy work environment and facilitating Employee Satisfaction survey.
- ✧ Interaction with workmen on daily basis.
- ✧ Planning and facilitating employee engagement activities.

- ❖ Organizing various employee events like monthly birthday celebrations, festival parties, outside plant, sports day etc
- Events management, Reward & Recognition montly & Quartely (Star of the Month), Safety Week,

7. Attendance Management&Payroll:

- ❖ Maintain Monthly attendance data of all employees and leave management system and generate the attendance.
- ❖ Prepare salary breakup for all new joining.
- ❖ Assistance the employee's attendance, leaves, Shifts, deductions, over time etc.
- ❖ Collecting applicable deductions of employees from the Accounts Department.
- ❖ Preparing Monthly PF working sheet, Processing & generating Monthly ECR, PF & ESIC Challan
- ❖ Make necessary entries for new joinee' s, separation cases, paid-unpaid leave, and salary advances , Loans etc. .
- ❖ Maintaining the employee master data (Personal, Professional, Performance, and Confirmation, Leaves, and Salary process, Exit, Full and Final through ERP Payroll System
- ❖ To approve the Shift change, Attendance regularization by referring to Security (In -Out) Register maintain in the system.

8. Separations:

- ❖ Handling Resignations, Exit Interviews and Employee counseling to reduce attrition.
- ❖ Maintain exit formalities and clearance files of employees.
- ❖ Coordinating with department head for the handover formalities and full & final details of persons who leave the organization.
- ❖ Assisting for PF settlement,transfer
- ❖ On Basis of No Dues -Preparing and handover reliving and experience letter
- ❖ Full and final settlement of employees and take no due declaration / No Objection Declaration.
- ❖ Preparing Attrition Rate Reports (Monthly / Quartely / Yearly)Basis.

9. MIS :

- ❖ Recruitment MIS
- ❖ Data Management of Employee (New Joinee - Exist Employees)
- ❖ Atrittion MIS
- ❖ Medical MIS
- ❖ Training MIS
- ❖ Maintaining Manpower Daily report
- ❖ Visitor Management (Govt Agencies, Abroad Visior or candidates)
- ❖ Maitaining Data for contractual labour

10. Administration:-

RESUME

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- ✧ Maintain forms and records as per SOPs.
- ✧ Prepare departmental SOPs with consultation of department head and QA.
- ✧ Transportation arrangement for employees.
- ✧ Food and Tea arrangement for staff and contract manpower.
- ✧ Canteen arrangement.
- ✧ Ensure the cleanliness in production, service, laboratory, admin, and utility, factory surrounding & general areas as per daily schedule. (Housekeeping)
- ✧ Coordinate with garden contractor to Maintain factory garden.
- ✧ Planning weekly & Monthly training schedule for housekeeping staff.
- ✧ Maintain the stock of the entire housekeeping requirements.
- ✧ Implement the schedule of Pest Control in the plant and surrounding of the factory.
- ✧ Laundry management and ensure sufficient stock of factory uniforms, factory shoes.
- ✧ Ensure accurate and timely monthly, yearly payments.
- ✧ Bank Relation (To co-ordinate with Bank for Account opening for New Joinee's)
- ✧ Maintain records of courier inward & outward.
- ✧ Food and transportation arrangement for auditors, visitors & guest.
- ✧ Maintaining record of payment bills, petty cash, office stationary, vendor bills.
- ✧ Personnel File Management.
- ✧ Processing of monthly conveyance like Mobile and petrol reimbursement.
- ✧ Pest Control Management in Plant.
- ✧ To create reservation for items , Generate PR & Service entry in SAP for bills.

11. **Employees Welfare activity:**

- ✧ To provide better life and health to the workers
- ✧ To make the workers happy and satisfied
- ✧ To relieve workers from industrial fatigue and to improve intellectual, cultural and material conditions of living of the workers.
- ✧ Loans facility for employees, Family Planning, Children Education, Medical Facility, Accidental Policy, Recreation, Canteen , Provident Fund, Gratuity , bonus, Wellness Programs, Referral Policy, Higher education Policy etc

12. **CSR Activity:**

- ✧ Have conducted a Blood Donation champ at Jamugodha.
- ✧ Have succesfully completed Tree Plantation at Jamugodha
- ✧ Have organized Blood Donation Champ through BAPS at Ankleshwar Swaminarayan temple- 300 units we have received.

AUDIT FACED

- ✧ USFDA

◇ OHSAS AUDIT -ZENTIVA

◇ ISO 15001:9001

◇ CGMP & GDP

KEY SKILLS

- ◇ An ability to remain calm under extreme pressure
- ◇ Having good organizational skills
- ◇ Being a good team player
- ◇ Willingness to show initiative (self-starter)

- ◇ A thorough & methodical approach to work
- ◇ To develop & manage the appropriate management strategy effectively & professionally
- ◇ Having good technical, interpersonal & communication skills to speak to other staff members visitor's to the business & compose letters, e-mail using correct grammar & spelling
- ◇ Having strong numeracy skills & problem solving & multi-tasking abilities
- ◇ Having flexibility in adapting demands of each day & excel in whatever task that required
- ◇ Having strong work ethic to complete all tasks requires in a timely fashion
- ◇ Having courtesy to learn & adopt the new challenges in the work

PROFESSIONAL ACTIVITY

- ◇ Stood 2nd in energy week (Drawing competition) organized at UPL-5
- ◇ Stood 3rd in 5-S Week (Poster making) organized at UPL-5
- ◇ Stood 3rd in 5-S Week (Rangoli on 5-S) organized at UPL-5
- ◇ Participate in essay writing on topic 5-S organized at UPL-5
- ◇ Participate in Safety Week (Slogan writing & poster making on safety) organized at UPL-5
- ◇ Have achieved Reward for Recruitment target achieved and not use external source & have closed 40 position in 3 months with the use of Referral policy & Naukri portal

EDUCATIONAL CREDENTIALS

Master in Human Resources Management 2021

Department of Management, Jaipur National University (Correspondence)

Bachelor of Business Administration (HR Specialization) 2017

Narmada College of Management (Bharuch) -Affiliated to Veer Narmad South Gujarat Univeristy(Surat)

VOCATIONAL TRAINING

- ✦ Completed Summer Training at **ION EXCHANGE LIMITED** at Ankleshwar (GIDC)
Training Period : 2 Months
Training Topic: **EMPLOYEES RETENTION**
- ✦ Completed Winter Training at **WOCKHARDT LIMITED** (Ankleshwar-GIDC) & **THE BHARUCH DISTRICT CO-OPERATIVE MILK PRODUCTS LIMITED-DUDHDHARA DAIRY**-BHARUCH
Training Period: 2 Months
Training Topic: **SURVEY ON EFFECTIVENS OF GRIEVANCE HANDLING MECHANISM SYSTEM**

KEY STRENGTH

- ✦ Excellent Grasping capability and understanding the concepts clearly with ability to adjust to the situation.
- ✦ Positive attitude and Good communication skills and keen problem solving capabilities.
- ✦ A self Motivated Team Player with sense of Responsibility.
- ✦ MS-Office, Ms-Power-point, Ms-Excel (V-Look)
- ✦ Have worked with software like- SAP, ERP, MATRIX SYSTEM, VMS, ENDOSOFT, TALLY ERP-9, SAVIOR, NAUKRI.COM, HEALTH METER, HR ALIGN, ESIC, EPFO, SARAL , COSEX, LINKED IN , MY PI.

- ✦ **Have achieved Certified Maestro Naukri .**

AREA OF INTEREST

- ✦ Human Resources Management
- ✦ Administration Department

PERSONAL INFORMATION

- ✦ Nationality : Indian
- ✦ Date of Birth : 03rd Nov '1995
- ✦ Gender : Female
- ✦ Marital Status : Married (2 daughters)
- ✦ Husband Name : Nishant B Rana
- ✦ Hobbies : Discussing new Thoughts, Implement innovative ideas, Reading Books, Cooking, Painting & Playing

RESUME Linguistic Proficiency :

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LANGUAGES KNOWN	READ	WRITE	SPEAK
GUJARATI	√	√	√
ENGLISH	√	√	√
HINDI	√	√	√

Declaration:

I hereby declare that all the information given above is completely authentic and sufficient to the best of my knowledge but I will be glad to provide any further information

Ms. Devyani Rana