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## **Suresh Rana**

H.No. 69, VPO. XXXX

Distt.

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### **Career Profile**

- MBA - HR with 88% marks from LPU University.
- Active member of Society for human resource management – an online forum for HR professionals.
- Strong communication and interpersonal skills.
- Team player with an ability to grasp new things quickly.
- Strong knowledge of Factory Act and Company Act.

### **Educational Qualifications**

- MBA - HR from LPU with 88% Marks.
- B.Sc. – from LPU with 84% Marks.
- 12th class from CBSE board with 78% Marks.
- 10<sup>th</sup> from CBSE Board with 92% Marks

### **Key Skills**

- Developing the HR plans and policies in conjunction with the company's overall development plan.
- Overall responsibility of man power planning and recruitments.
- Developing the induction programmes for the new recruits...
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.

### **Computer knowledge**

- **Operating Systems:** Windows 98/ Windows XP.  
**Packages:** MS Office, SAP, Oracle and Tally.

### Achievements

- Offered “Best employee of the month” for replying to maximum number of support tickets within a stipulated time.
- Winner of regional level paper presentation competition on "Subject A".
- College topper during both the years of MBA course.

### Personal Details

**Father’s Name** : Naresh Rana  
**DOB** : 18th May, 1988.  
**Gender** : Female  
**Marital Status** : Unmarried  
**Nationality** : Indian  
**Languages known** : English, Hindi and Punjabi.

**Place:**

**Date:**

Signature