

7060863967

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<https://www.linkedin.com/in/vipin-dhangar-80792b1b3>

## Skills

- MS Office
- Time Management
- Decision making
- Quick Learner

## Languages

- English
- Hindi

## Certifications

Foundation Course On Computer Concept

Aug 2018

Diploma In Computer Applications And Programing

Dec 2017

# Vipin Dhangar

## MBA

HR and Recruitment

## Summary

A meticulous and organized management professional seeking a position in the field of Management. Skilled at problem-solving with great interpersonal skills. Strong ability to handle complex projects. Innovative, creative, and willing to contribute ideas and learn new things.

## Education

Noida International University 2022

MBA

Powered by Sunstone

Rampal Singh Memorial Rampur 2019

Ghogher, Moradabad, UP

B. Com

Dav Public School, Kashipur, 2016

Uttarakhand

Class XII

Dav Public School, Kashipur, 2014

Uttarakhand

Class X

## Work Experience

Peacock Solar May 2021-Jul 2021

Human Resource Executive

Maintained optimal staffing levels by initiating recruitment processes to identify qualified candidates.

Posting jobs in job portal like linkedin and coordinate with candidate for complete onboarding

Managed HR staff and oversaw the completion of tasks and initiatives.

India Glycols Limited Selaqui Dehradun Dec 2022- April 2023

HR Operation

Worked in savior software

Maintaining Day To Day Attendance Management

Maintaining Shift Management

Maintaining Registers & Records

Maintaining Bills of Contractors

Maintaining Salary of Labour in Excel

Onboarding of New Joinee

Currently working in India Glycols Limited  
Bazpur Road Kashipur U.S Nagar U.K

4 July 2023- current

### HR operation

NEW REGISTRATION OF PF & ESIC OF NEW JOINEE

SHIFT SCHEDULE UPLOAD

MAIL HANDLING

ATTENDANCE MANAGEMENT OF EMPLOYEE

Vipin