

Vipin Kalonia

Senior Executive - HR

An accomplished professional with a robust grounding in Human Resources and Digital Marketing. A Human Resource Senior Executive skilled in Recruitment and Talent Acquisition, Onboarding, PF & ESIC Act compliance, Statutory Compliance, Contract Labor Act compliance, Compensation & Benefits Administration, Bonus Act & Gratuity Act compliance, and Employee relations management. Proficiently overseeing the full spectrum of human resource functions to ensure organizational success and adherence to legal regulations. Possesses adept communication and interpersonal skills, committed to nurturing favorable employee relations and steering employee engagement initiatives.

Experience

Oct2023- Till Date

Zet Town India Pvt. Ltd.

Senior Executive (HR & Admin)

- Managed the full recruitment lifecycle, including sourcing, screening, and interviewing candidates for various positions.
- Coordinated with hiring managers to obtain MRF (Manpower Requisition Form) approval for staffing.
- Sourcing and recruiting candidates by using various portals such as LinkedIn and from social media.
- Responsible for managing the process from offering candidates to completing their onboarding.
- Regularly updated candidates on the status of their offers, providing timely communication and addressing inquiries to maintain engagement.
- Maintained accurate and up-to-date personal files for all employees, ensuring compliance with company policies and regulations.
- Responsible for managing employee transfers to new businesses and departments.

Jan2021 - August2023

VSK2 International I South City-II, Gurgaon

Digital Marketing Executive

- Candidate Screening, Selection and Co ordination.
- Employee Engagement, On Boarding and Off Boarding.
- Managing & Maintaining the Shopify Stores and Websites.
- Evaluating the metrics that affect the website traffic & Experience.
- Optimized product advertising on company website, Facebook, Instagram & Snapchat Ads.
- AB Testing for new products or campaign.
- Developed & implemented data-driven strategies for interactive marketing campaigns which significantly increased brand awareness in the market.
- Monitored & analyzed the performance of the campaign and conducted monthly reports.
- Planning , Monitoring & Managing the company presence on social media
- Conducted research to better understand to market trends across diverse platform and audiences.
- Defined, Developed and implemented market strategies to automate and measure target audience movement

Contact

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Address

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Gurgaon, 122001

Strength

• Knowledge Based Skill

Acquired from education and experience

• Solving Problems

Analysing the situation, understanding it and coming up with an action plan

• Postivity

Thinking in an optimistic way, looking for solutions, expecting good results and success

Skills

- Recruitment and Talent Acquisition
- On Borading
- Offboarding Management
- PF & ESIC Act
- Bonus Act & Gratuity Act
- MS Office Suite
- Facebook & Instagram Ads

Language

- English
- Hindi

Internship

Feb,2020 - May,2020

Capsugel Healthcare Limited | Gurgaon

June,2019- July,2019

Caparo Maruti Limited | Gurgaon

Education

- **2016-2020**

Bachelor of Technology(Computer Science)

Dronacharya College Of Engineering

- **2014-2015**

Senior Secondary School

Maharishi Public School

- **2012-2013**

High School

Adarsh Public School