



# SUPRIYA KAPSE

Sr. Officer HR

## Introduction

Dedicated professional with 3+ years' experience in Human Resource Management. Successfully managing recruitment process, leading employee retention and engagement programs and payroll management.

## Contact

**Phone**

+91 7738875524/8097455570

**Email**

supriyagorkhe30@gmail.com

**Present Address**

Flat No 203, Tulip Apartment,Sector R3, Vadghar, Panvel

## Education

**PGDM (HR)**

Prin L. N Welingkar Institute  
2019 – 2021

**BSc.IT**

Mumbai University  
2014 – 2017

## skills

- Administration Skills
- Negotiation Skills
- Onboarding
- Training & Development
- Statutory Compliance Audit
- Recruitment

## Language

- English
- Marathi
- Hindi

## Professional Experience

**March 24– currently working**

**Sr. Officer HR**

Kal Energy India Pvt Ltd | Rabale, Navi Mumbai

- Oversee end-to-end talent acquisition and recruitment process
- Conduct induction and onboarding for new employees
- Payroll and benefits administration
- Managing training programs, tracking employees progress
- Conduct exit interviews and offboarding, FNF calculation
- Assist in development and implementation of HR policies

**April 23– March 24**

**Executive- Client Coordinator**

Aparajitha Cooperate Services | CBD Belapur, Navi Mumbai

- Working on vendor compliance audit
- MIS preparation
- Coordination with vendor for uploading the documents on the portal for compliance audit.
- Conducting pre-audit and revising the registers.
- Handling monthly statutory compliance audit and focusing towards making it complied.
- Handling client queries

**Jan 20– Oct 21**

**HR Admin Assistant**

Mesbro Technologies Pvt Ltd | Dombivli, Thane

- Onboarding of new employees and documentation formalities
- Recruitment
- Attendance Management and Leave Management
- Payroll Management
- Handled employee queries regarding salary and policies as well.
- Induction Session for new joiners
- Canteen Facility management
- Vendor Management- Stationary, Housekeeping

**References:** On Request

## Declaration

I solemnly declare that all the above information is correct to the best of my knowledge and belief.