

SUPRIYA SANJAY KINI

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HR - OPERATIONS

CAREER SUMMARY

- Dedicated and detail-oriented Administrative & HR Operations Professional with over 3 years of experience in delivering comprehensive office support, managing day-to-day administrative tasks, and ensuring seamless operational functioning.
- Skilled in assisting HR operations, steering end-to-end employee life-cycle management, enhancing employee engagement, and contributing to process improvements.
- Worked 1:1 with the HRBP team in various areas – escalation management, employee lifecycle management etc.
- Domain exposure: Oil & Gas

EDUCATION

- **MBA in Human Resource Management from NMIMS**
Relevant coursework: Operations Management, Strategic Management, Organizational Behavior, Manpower planning, Compensation & Benefits, Industrial relations & Labor laws, Employee development & Talent management
- **Bachelor's in Business Management Studies (Marketing)** from KES Shroff - A grade; 2015-2019

CORE-COMPETENCIES

HR Operations Management
Reporting & Documentation
Recruitment

Project Management

Tools: MS-Office

Grievance management
Escalation management
Rewards & Recognition
Background verification

Employee engagement
Exit formalities

SKILLS

Office Administration
Data Management
Document Control
Agenda Management

Time Management Document
Preparation
Problem Solving
Office Equipment Management

PROFESSIONAL EXPERIENCE

HINDUSTAN PETROLEUM CORPORATION LIMITED

(12/21-Present)

- Implemented **On Boarding, Off-boarding, Exit processes** of contractors.
- Responsible for issuing Appointment letters, ID cards, and Data/Record Management.
- Oversaw the **Logistical arrangements** for on-site and off-site trainings with HRBP team, accurately capturing attendee data.
- Maintained a record of **Time Away Policy** for engineers and monitored attendance under the supervision of the HRBP.
- coordinated with **HRBP team, Logistics partner, Payroll management** etc.
- Managing/Coordinating for Official Meetings, Digitization/Document Management, and seamless Customer Management.
- Provided Administrative Support to Senior Management and staff.
- Actively assisted in the preparation of reports and presentations.
- Performed data entry and maintained the office database.
- Assisted with the preparation and management of office correspondence.
- Maintained office supplies inventory and placed orders as needed.
- Coordinated meetings, travel arrangements, and events for the office staff.
- Appreciated for resolving **Complex escalations** through complete verification of discrepancies, and disbursement of sum due.
- Led **employee data management** initiatives, drafted multiple **reports** (~zero error) and shared the same with **stakeholders**.
- Handled **Leave administration**, monthly **MIS reporting** and compensation **data** collection for **payroll processing**.
- **Digitized** the generation of employment related letters and implemented HR processes for **employees**.
- Collaborated with the **HRBP team** to organize multiple office events for attaining high **employee engagement rates**.

- Conducted a **gap analysis** to identify improvement areas, and recommend creative workplace ideas based on **research**.
 - **Optimized processes** for better **administration** (systems and tools) post **gap analysis, solution design** and **implementation**.
 - Conducted **Employee Engagement survey** and **Culture survey**, analyzed the results for **Gap analysis**.
 - Highly skilled in multitasking, organizing, and communicating effectively with staff and clients.
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PROJECT

EXPLORING THE INFLUENCE OF FLEXIBLE WORKING HOURS ON EMPLOYEE PERFORMANCE & JOB SATISFACTION IN IT SECTOR

Sept 2024

Primary & Secondary research | Data analysis | Data collection

Explored the influence of flexible working hours on employee performance & job satisfaction in IT Sector

INTERNSHIPS

- UNIVERSAL TRIBES (08/21-09/21)
- Certificate of appreciation as potential communicator at universe tribes during the sales and marketing internship.
 - Title of marvelous marketer during the sales and marketing internship at Universal tribes.
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CERTIFICATIONS

- Certified Member of NSS unit
 - Certified Participant of leadership development for success program
 - Certified participant of environmental education compositing program
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