



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

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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.