

# 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

Grievance management

Employee engagement

Reporting & Documentation

Escalation management

Exit formalities

Recruitment

Rewards & Recognition

Project Management

Background verification

Tools: MS-Office

### SKILLS

Office Administration

Time Management Document

Data Management

Preparation

Document Control

Problem Solving

Agenda Management

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

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## 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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