

Professional Experience

17+ years of experience in healthcare and manufacturing, with 12 years in all areas of strategic and operational HR management, including 4 years in managerial and HR leadership roles at corporate level.

May 2023 – Till Now | CONSULTANT_ HR & PROJECT ADMINISTRATION

AL-JALHAMI Contracting & Trading Co | Khafji, Kingdom of Saudi Arabia | Total Employees: 1500

- Developed HR systems such as payroll systems, policy manual, job descriptions for the existing roles
- Implemented proper systems to capture manpower efficiency, project life Cycle.
- Created a process flow for the major project in line with the manpower allocation.

January 2020 – January 2022 | BUSINESS SUPPORT MANAGER

INJAZ Development LLC, Muscat, Sultanate of Oman – Leadership Training | Total Employees: 12

- Developed HR systems such as payroll systems, policy manual, job descriptions for the existing and anticipated roles, employment contracts based on values within the organization.
- Implemented robust People strategies such as department wise incentive system directly linked with the performance and proportionate to the tenure of service.
- Initiated to establish a strong organization culture through transparency and motivated the employees to achieve the organizational goals.

November 2017 – August 2018 | EXECUTIVE SECRETARY TO THE GROUP CHAIRMAN

Themar Group LLC, Muscat, Sultanate of Oman | Total Employees: 200

- Managed and scheduled all appointments and meetings for the Group Chairman analyzing Chairman's calendar.
- Email management and correspondences on daily basis aligning with the plan of action.
- Coordinated international travel and meeting arrangements.

November 2016 – August 2017 | CONSULTANT - CORPORATE HR

Themar Group LLC, Muscat, Sultanate of Oman | Total Employees: 200

- Extended consulting service for restructuring the team for the merger of four different businesses under a single corporate team.
- Created a common payroll management system from the scratch for the newly merged corporate.
- Developed detailed Job Descriptions for senior management team at Themar Group.

November 2014 – August 2015 | MANAGER – HUMAN RESOURCES

Ortho-One Orthopedic Specialty Centre, Coimbatore India - Healthcare | Total Employees: 250

- Managed Human Resources department functions such as salary distribution, Overtime management, leave management, training, and development for the paramedical and non-medical staff.
- Created fully functional HR systems such as payroll, performance appraisal system and leave management system from beginning
- Supported Finance team with HR Budget forecasts and calculating the monthly provision for administration department.

November 2012 – November 2014 | ASSISTANT MANAGER – CORPORATE HR

Lotus Eye Hospitals & Institute, Coimbatore India - Healthcare | Total Employees: 500

- Leading HR functions namely payroll, recruitment, employee relations across 6 hospitals at different locations
- Developed and standardized Performance Appraisal programs and introduced key performance indicators

January 2012 – November 2012 | MANAGER – TRAINING

Venuz Management Consultancy, Coimbatore India – Training and recruitment | Total Employees: 12

- Trained 10 management graduates in HR modules and managed the recruitment team with 5 members.

April 2011 – September 2011 | EXECUTIVE – CORPORATE HR

Mas Holdings, India – Manufacturing and exports | Total Employees: 2500

- Supported large-scale recruitment drives and assigned to develop Standard Operating Procedures (SOP) for all corporate functions.

April 2010 – March 2011 | **EXECUTIVE – HUMAN RESOURCES**

Mas Holdings, India – Manufacturing and exports | Total Employees: 2500

- Handled HR general functions and employee relations at a Mas Linea Leather manufacturing division of Mas holdings.

October 2000 – April 2010 | **HVAT TEAM CAPTAIN – [HUMAN VALUES ACTION TEAM]** Multitasking - 6 years

PepsiCo India Holdings, India – Manufacturing & FMCG | Total Employees: 200 (at Bottling Facility)

- Coordinated and planned Associate training programs and recruitment drives at Industrial training institutions
- Handled first-level employee grievances and calculated and reported daily and monthly overtimes.

October 2006 – April 2010 | **SENIOR ASSOCIATE – WATER TREATMENT**, 4.5 years

October 2000 – April 2005 | **ASSOCIATE – QUALITY CONTROL**, 5 years

Personal Information

- **Mobile:** (+91) 9739361659 ▪ **Email:** shylajasubramanian@outlook.com ▪ **Date of Birth:** 05 December 1980
- **Nationality:** Indian ▪ **Marital status:** Married ▪ **Address:** Pine 7F, Mayflower Estates, G. N. mills, Coimbatore, India 641029 ▪ **Hobbies:** Listening to Music, Exploring Nature, Solving Jigsaw Puzzles, Watching sitcoms with my Family

Education

- **2011, 3-year Graduate degree**
Bachelor of Arts in Economics from the University of Calicut, India

Trainings

- **2023, SAP SuccessFactors – Employee Central Module**
Atos India Private Limited – Bangalore, India.
- **2020, Behavioral Assessment (Personal Profile Analysis),**
Thomas International – Injaz Development, Muscat, Sultanate of Oman.
- **2015, Certificate program**
Certified Rewards Professional from Aon Hewitt Learning Centre, India.
- **2014, 1-year Post-graduate Diploma**
Personnel Management, Industrial Relations & Labor Welfare from the National Productivity Council, India.
- **2011, Training**
Payroll Processing by local chapter of SHRM – Society for Human Resource Management, India.
- **2009, Certificate**
Advanced MS-Excel by NIIT, India
- **2000, 1 year Apprenticeship**
Electronics Training at British Physical Laboratories (BPL), India.
- **1998, 2-year Vocational Training**
Electronics from Govt Women's ITI Malampuzha under National Council for Vocational Training, Government of India.

Language Proficiency

- **Gute Deutschkenntnisse**
 - Goethe-Zertifikate B2 – Schreiben, und Hören 2023
 - Goethe-Zertifikate B1 im Juli 2022
- **English**, Proficient user
- **French**, Beginner user

Computer Proficiency

- **MS Office**, Expert Proficiency
- **Recruitment Portals** (Monster, Naukri, Indeed), LinkedIn - Expert Proficiency
- **SAP-R/3 (now SAP S/4HANA)**, working proficiency with Production Planning module