



SHYLAJA SUBRAMANIAN

CONSULTANT_ HR & PROJECT ADMINISTRATION

SKILLS

Training and Development	●●●●●	Over 10 years of skills development and training.
Employee relations	●●●●●	Over 10 years enhancing employee relations within organizations.
Recruitment	●●●●○	Keen understanding of the end to end recruitment process.
Employee Administration	●●●●●	Over 10 years of successful employee management and administration.

PROFILE

Ambitious and goal oriented human resource professional with 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. Seeking to join a thriving business and implement my skills and experience to achieve its set goals.

CONTACT



Prepared to relocate to any city in Germany



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WORK HISTORY

CONSULTANT_ HR & PROJECT ADMINISTRATION

May 2023 – Till Now

AL-JALHAMI Contracting & Trading Co

- Identify the challenges in the client's business support functions and develop a system to overcome the same.
- Spearhead the development and roll-out of a streamlined process flow for material procurement.
- Analyze skill sets of the maintenance team and advice on improvement areas for hiring or talent development.

BUSINESS SUPPORT MANAGER

January 2020 – January 2022

INJAZ Development LLC

- 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.



LANGUAGE

English Fluent

German B2

SHYLAJA SUBRAMANIAN



CERTIFICATES

- 2023, SAP Success Factors – Employee Central Module
- 2020, Behavioral Assessment (Personal Profile Analysis),
- 2015, Certificate program
- 2014, 1-year Post-graduate Diploma
- 2011, Training
- 2009, Certificate
- 2000, 1 year Apprenticeship



SOFT SKILLS

- Strategic Thinking
- Organization
- Communication
- People Management
- Team Work
- Emotional Intelligence
- Cultural sensitivity

- Initiated to establish a strong organization culture through transparency and motivated the employees to achieve the organizational goals

EXECUTIVE SECRETARY TO THE GROUP CHAIRMAN

November 2017 – August 2018

Themar Group LLC

- 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.

CONSULTANT – CORPORATE HR

November 2016 – August 2017

Themar Group LLC

- 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

MANAGER – HUMAN RESOURCES

November 2014 – August 2015

Ortho-One Orthopedic Specialty Centre

- 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.

ASSISTANT MANAGER – CORPORATE HR

November 2012 – November 2014 Lotus Eye Hospitals & Institute

SHYLAJA SUBRAMANIAN

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

MANAGER – TRAINING

January 2012 – November 2012

Venez Management Consultancy

EXECUTIVE – HUMAN RESOURCES

April 2010 – September 2011

Mas Holdings

HVAT TEAM CAPTAIN – [HUMAN VALUES ACTION TEAM]

October 2000 – April 2010

PepsiCo India Holdings

EDUCATION

University of Calicut, India:

Bachelor of Arts in Economics - 2011

National Council for Vocational Training.

Government of India - 1998