


SWAPNA SUBRAHMANYAN

HUMAN RESOURCES MANAGER



 **SWAPNA
SUBRAHMANYAN**

 Kollam, Kerala

 +91

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 hmswapna6@gmail.com

PROFILE • ABOUT ME

Driven and energetic HR professional with a record of successfully executing and supporting critical HR initiatives to drive cost efficiencies and position companies for growth. Known for developing and implementing innovative policies and procedures that enhance efficiency and efficacy across operations. Catalyst, problem solver, and coach for functional groups and senior management. Thrive in fast-paced, ever-changing work environments. Promote a collaborative team and personal growth.

EDUCATION

MBA Human Resources

UIM Kundara

Kollam, Kerala
Completed 2017

BBA University of Kerala

UIT Alappuzha

- Graduated June 2013

WORK EXPERIENCE

HR Manager

**VALIYATH INSTITUTE OF
MEDICALSCIENCE**

Nov 2019- Still

Kollam, Kerala

- Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives, and new-employee orientation.
- Reduced benefits costs by 15% annually through meticulous recordkeeping and ensuring accurate benefit payments.
- Saved over 75% of recruiting costs by creative, strategic in-house efforts.
- Developed procedures for improving organization and efficiency while creating, maintaining, and administering all personnel files and managing all documentation related to employment.
- Assisted with the recruiting department by verifying references checks, registries, and other background needs to ensure prompt onboarding.
- Utilized list computer software to manage personnel files, track requirements/payroll, and other duties.
- Reworked new-hire orientation program to include HR information and company resources.
- Played a key role in employee conflict issues and assisted managers in mitigating conflicts promptly to fulfill and surpass company

COMPUTER PROFICIENCY

Windows

MS Office

Tally

ESSL

VISA STATUS

VACCINATION STATUS

2 Dose Covisheild

Vaccinated

VaccinatedFrom :

India

PERSONAL INTERESTS

- Travel
- Music
- Social
- Media
- Cooking

PERSONAL INFORMATION

Birthday

31/05/1993

Gender

Female

Marital

Status

Married

Father's

Name

Mr.Subrahmanyan

Nationality

Indian

Passport

U5339840

TRAINING & CERTIFICATIONS

- Diploma In Computerised Accounting.

SKILLS

Human Resources Operations | Employee Engagement | Performance Management | Employee Relations | Onboarding | Talent Management | Process Improvement | Compliance | Strategic Planning | Employee Benefits | Change Management | HRIS & HRMS | Due Diligence & Risk Management

LANGUAGES



English



Malayalam

DECLARATION

I, *Swapna Subrahmanyan* hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Swapna Subrahmanyan

Kollam