

Swapna Balyan

Mobile Phone: +91-8130111529

E Mail: swapbalyan@gmail.com

LinkedIn id: <https://www.linkedin.com/in/swapna-balyan-6002a6117/>

Professional summary

A multiskilled professional and a military veteran with more than 15 years of broad based and progressively responsible experience in Operations, project management, training and development in aviation sector and in education. Proven ability to work as a strong leader with result-oriented approach to tasks to integrate human resource function within the overall operating strategy.

Highlights

Operations (Dec 2006- Dec 2016) Indian Air Force

- Facilitated processing of contracts for flight safety equipment of worth rupees 12 lakhs. Ensured optimum utilization of flight safety resources within the allocated parameters of the budget.
- Monitored and supervised ground activities for enhancement of aviation and maintenance safety at the airbase, thereby maintaining 100% percent safety records at the station.
- As an officer I/C canteen (2014) the turnover was increased from 1 crore to 1.5 crores by modifying the ambience and offering on the job training to the canteen employees.
- As an operation officer, efficiently undertook ground as well as flying operations involved in HADR Operations during Uttarakhand floods (2013), J & K floods (20 14) and Crisis in Nepal (2015).
- Designated as Key member of the nodal centre of the Disaster management committee of Andhra Pradesh region.
- Planned and executed multifunctional events at one of the most strategic airbases (Hindan) managing admin and operational requirements of 16 Airforce units (both flying and missile) comprising of 500 personnel.
- As a Project Coordinator, establishment of Airforce Facilitation-cum-Publicity cell at the Rajiv Gandhi International airport, Shamshabad meeting the tight deadline of 4 months in 2014.
- Headed the team of 150+ NBC and EW trained uniform personnel. Coordinated for lectures/ seminars, testing and evaluation and sent regular quarterly feedback to command on the team's activity and progress. Controlled and coordinated manpower planning including processing of annual appraisal reports, training, carrier progression, task allocation, leave planning, physical and mental wellbeing, performance counseling and grievance handling of 100 + employees.
- Proactively involved in Meeting deadlines, preparing monitoring reports and presentations based on the progress of work, conducting meetings, discussions on agenda points or any issue with the equality of work along with regular feedback to high authorities for 10 years.
- Conducted awareness 02 campaigns & training for NCC cadets and school students as part of publicity and awareness program of the services.

Training & Development Manager/ Vice Principal, St. Thomas School, Ghaziabad (Mar 17 - Feb 2021)

- Directing and guiding 1500 students & 90 + teachers in teaching learning process over a period of 4 years.
- Conducted a full-time study on “Critical analysis of training needs of teaching staff at St. Thomas school” and assisted the management in career progression and training of the employees.

- Undertaken 06 major annual cultural and sports events along with 5 career progression workshops for students and 04 training workshops for teachers along with timely performance review and counseling of students as well as teachers.
- Designed one of its own kind, innovative lesson maps, game-based assessments, teachers need assessment, teachers training modules and reinforcement of training plan.

Intern at JP Morgan Chase & Co., (Oct 21- Till date)

- As a Program manager, managing resources, Budget, Project timelines to drive the entire program.

Educational Qualification

- **Certified Trainer by MEPSC** (Management & Entrepreneurship and Professional Skills Council)
- **Post graduate Diploma in Training and Development, ISTD, New Delhi, 2018**
- **Executive Business Management** program from MDI, Gurgaon (2016)
- **B.Ed** from HNB Garhwal University (HNBGU) (2012-2013)
- **M.Sc Physics** from Madras Christian College, Chennai (2003-2005)
- **Personality Development Course** from Institute of design, Chennai (2003)

Achievements

- As a Project coordinator successfully established the Airforce Facilitation-cum-Publicity cell at the Rajiv Gandhi International airport, Shamshabad in 2014.
- Study on “*Critical analysis of training needs of the Teaching staff at St. Thomas school, Ghaziabad*”.
- Escorted **Marshal of the Indian Air Force Arjan Singh DFC** at the Airforce day Parade-2008.
- Won the Paper presentation Conference and Championship for three consecutive years along with recipient of the “**Best Academic Performance**” award in M.Sc Physics, 2005.

Strengths

- Capability to motivate others.
- Evaluative and decision-making skills
- Willingness to learn with excellent team building skills
- Rapid adaptability to dynamic situations
- Strong organising capabilities with an eye for details

Personal Details

Date of Birth	: 31st July 1983.
Marital Status	: Married
Languages Known	: English, Hindi
Address	: Bungalow No 38, Air Force Station Hindan, Near Mohan Chowk, Ghaziabad -201004
Nationality	: Indian
Interest	: Organizing social events to uplift human values. (A UN Volunteer)

