

SHIVANI SUBHAGAN

Recruitment | HR Operations | Content Creator

Recruitment & HR Operations with Heart & Strategy | Building Emotionally Intelligent Cultures | Empowering People to Thrive

CONTACT INFORMATION

Bhopal, MP

+919424491527

shivanisubhagan97@gmail.com

linkedin.com/in/shivanisubhagan25

PROFESSIONAL SUMMARY

Strategic HR and Recruitment Specialist with international expertise across India, the Philippines, US, and Vietnam. Proven track record building emotionally intelligent cultures, enhancing hiring efficiency, and mentoring teams.

Skilled in full-cycle talent acquisition, employee engagement, and content creation on emotional intelligence and leadership. Passionate about driving measurable business and people success.

SKILL

- End-to-End Recruitment
- Talent Acquisition
- Requisition Management
- Offer Negotiation
- Onboarding & Offboarding
- Stakeholder Management
- Client Relationship Management
- Market Research
- Talent Mapping
- Employee Engagement
- Training & Mentoring
- Process Optimization
- HR Operations
- Documentation Management
- Compliance & Policy Adherence

WORK EXPERIENCE

Speck1 | Recruitment Specialist

Sep 2021 - Present | Bangalore / Remote

- Led full-cycle recruitment across global geographies as an individual contributor, closely aligning hiring strategies with client business goals (SMEs).
- Managed requisitions, interview scheduling, candidate communication, offers, negotiations, and onboarding to ensure smooth operations and high candidate satisfaction.
- Designed and optimized sourcing strategies and recruitment workflows using LinkedIn Recruiter, Boolean search, referrals, and niche networks, boosting efficiency and scalability.
- Oversaw HR operations including attendance, compensation discussions, experience certification, and issue resolution for distributed teams.
- Mentored and trained junior recruiters, enhancing process consistency and team performance.
- Conducted market research to identify global talent trends, industry insights, and emerging markets, informing strategic hiring and workforce planning.
- Authored a Philippines-specific employee handbook and initiated team engagement programs that strengthened morale and improved retention by 15%.
- Shared hiring insights and industry best practices via LinkedIn and internal channels, fostering a culture of knowledge-sharing.

Key Achievements:

- Reduced average time-to-fill by 20% by streamlining sourcing and screening processes.
- Boosted offer acceptance rates from 70% to 85% through effective negotiation and expectation management.
- Established and nurtured proactive talent pipelines, enabling rapid fulfillment of future hiring needs.

ICICI Bank | Relationship Manager

Feb 2021 - May 2021 | Surat, Gujarat

- Developed alternate sales channels and led a team of 15–20 Wealth Relationship Managers, consistently exceeding performance and revenue targets.
- Managed CRM operations, resolved client queries, and maintained data accuracy for business continuity.
- Drove revenue growth through strategic cross-selling and upselling initiatives.
- Collaborated with cross-functional teams to enhance engagement, operational efficiency, and client experience.

Key Achievements:

- Achieved quarterly revenue targets by supporting and motivating top-performing teams.
- Contributed to long-term client retention and portfolio growth through personalized solutions and high-touch relationship management.

INTERNSHIP EXPERIENCE

- **Content Writer** at Sygnific Careers (Nov 2020 - Dec 2020): Produced research-driven web content with high engagement.
- **Influencer Marketing** at Ripple Links (Aug 2020 - Oct 2020): Built and managed network of 40+ regional influencers.
- **Operations** at Ramani Ice-cream Co. (May 2018 - July 2018): Improved production workflow efficiency.
- **Office Intern** at SBI Mutual Fund (May 2017 - July 2017): Supported SIP form processing and customer service.

EDUCATION

- Symbiosis Centre for Distance Learning (SCDL): PGD, Human Resource Management (2025 - Ongoing)
- IPER: MBA, Finance & HR (2019 - 2021)
- Jagran Lakecity University (JLU): BMS, Finance (2016 - 2019)

ONLINE CERTIFICATIONS

- CFI Financial Analysis and Modeling Professional Certificate
- Human Skills for Managers (LinkedIn Learning)
- Professional Soft Skills Learning Pathway
- Explore a Career as a Human Resources Specialist
- HR: Leadership and Strategic Impact
- HR Communication in Today's Fluid Workplace
- Tech Recruiting Foundations: Introduction
- Working with Difficult People
- Lean Six Sigma Foundations
- Career Essentials in Project Management (Microsoft & LinkedIn)

INTERESTS

- Developing content on emotional intelligence, leadership, communication, and personal growth.
- Reading to support continuous learning and reflective thinking.
- Practicing sustainable gardening and engaging with nature.
- Traveling to gain cultural awareness and broaden perspectives.