

Johnson Andrews

Address: 118 Sona Apartment, Flat No. 10, Lulla Nagar, Pune 411040, Maharashtra

• +91-9881484484 , +91-9922949047 • andrewsjohnson1979@gmail.com

Senior Human Resources Professional Head of HR with 20 years of progressively responsible human resources experience in strategic HR, Organization Design, People Strategy, Hire to Retire, Employee relations, and Organizational Performance management. Partner with the Business to drive People Performance and build capability. Proven leadership with a results-driven mentality and in-depth knowledge of HR development processes and related disciplines.

Experience

AUGUST 2010 – CURRENT - BHARAT FORGE – KALYANI CENTRE FOR TECHNOLOGY & INNOVATION (R&D) – HEAD HR, PUNE, MH

- ✓ Led the HR shared services team, delivering efficient support across multiple HR functions and implementing best practices and continuous improvement initiatives to enhance service delivery.
- ✓ Managed service level agreements (SLAs) to ensure compliance and high customer satisfaction, while standardizing HR operations through the development and implementation of policies and procedures.
- ✓ Oversaw compliance with labor laws, including Provident Fund (PF), Employees' State Insurance Corporation (ESIC), Professional Tax (PT), and various statutory regulations across all levels, ensuring uniform application and adherence.
- ✓ Handled audits and inspections by labor authorities, promptly resolving compliance issues to maintain a positive legal standing.
- ✓ Managed legal compliance with specific laws such as the Contract Labor Act, Factory Act, Maharashtra Shops & Establishment Act, and Maternity Benefits Act.
- ✓ Coordinated the submission of annual returns, including Form 27 (Factories Act), Form 11 (Maternity Benefits Act), Form R (Shops & Establishment), Form D (Bonus Act), and Form 3 (Minimum Wages Act), ensuring timely and accurate filings.
- ✓ Maintained safety regulations compliance, including fire safety (Form B, Fire NOC) and health check-ups (Form 7).
- ✓ Managed compliance documentation for employee welfare programs, grievance committees, day care facilities, and equipment safety (e.g., lift load testing).
- ✓ Developed and executed HR strategies that aligned with corporate objectives, boosting organizational efficiency and productivity.
- ✓ Led talent acquisition initiatives, enhancing hire quality and reducing time-to-fill positions by 25%.
- ✓ Fostered employee engagement and retention through comprehensive employee relations and performance management programs.
- ✓ Spearheaded leadership development and succession planning, strengthening organizational capability.
- ✓ Ensured compliance with legal and regulatory requirements, minimizing legal risks and maintaining a compliant work environment.
- ✓ Championed diversity and inclusion initiatives, increasing workforce diversity by 8% over three years.
- ✓ Utilized HR analytics to inform strategic decision-making and track key HR metrics.
- ✓ Partnered with business leaders to align HR initiatives with business goals and needs.
- ✓ Facilitated performance management processes, including goal setting, reviews, and development plans.
- ✓ Conducted employer-employee engagement action plans, leading to improved satisfaction and morale.

JULY 2004 TO JULY 2010 – BHARAT FORGE – LEAD HR, PUNE, MH

- ✓ Planned human resource requirements and managed the recruitment life cycle, effectively sourcing and attracting top talent.
- ✓ Demonstrated extensive experience in contract labor management, effectively navigating complex legal frameworks.
- ✓ Supervised the payroll process, ensuring timely and accurate salary payments and managing employee benefits administration and reconciliation.
- ✓ Managed employee benefits administration and reconciliation, maintaining accurate records and addressing any discrepancies.

JANUARY 2004 TO JULY 2004 – KALYANI LEMMERZ – MANAGEMENT TRAINEE HR, PUNE, MH

Skills

- ✓ Strategic HR & Business Partnering
- ✓ HR Strategy & Policy Development
- ✓ Change Management & Organization Development
- ✓ Negotiation & Conflict Management
- ✓ Compensation Planning
- ✓ Diversity & Inclusion Initiatives
- ✓ Talent Acquisition & Retention
- ✓ Employee Relations & Engagement
- ✓ Performance Management
- ✓ Leadership & Team Building
- ✓ HR Analytics & Reporting
- ✓ Employee-Employer Relations and Behaviour Management

Certifications

- ✓ Strategic Human Resource Management @IIM Lucknow
- ✓ POSH Prevention of Sexual Harassment @ Workplace
- ✓ Competency Mapping & Assessment Program @Mindwrks
- ✓ HRBP (Human Resource Business Partner, Program) @ Mindwrks
- ✓ Decoding The New Labour Codes @ MSME – Technology Development Centre, Chennai (CFTI)

Awards & Affiliation

- ✓ Regular Panel Speaker in HR Conclaves and HR Meets 2024
- ✓ Welfare Officer under Factory Acts
- ✓ Participated in HR Facilitator 2022
- ✓ Financial Analysis and Control System, University of Warwick, UK, 2013
- ✓ A Practical Approach to Labour Laws 2010
- ✓ Awarded Best HR Practices 2009

Education

Master: Personnel Management, June 2003, Pune University, Pune, MH

Bachelor: Arts, June 2001, Pune University, Pune, MH