



JOHNSON KV
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Currently working as Senior HR Consultant of CL Educate Group.

Professional Profile:

- An HR-Generalist professional, with over 13 years of comprehensive experience in Recruitment, Resource Developing, Performance Management, Compensation & Benefits, Employee Welfare and HR Operations.
- An effective communicator with relationship building, team building and interpersonal skills.
- Strong analytical, problem solving and organizational abilities.
- Ability to interact with people and various levels.
- Merit of providing prompt resolution of employee grievances to maintain cordial management-employee relations.
- Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams.
- Serving as AR of the group company and represent the company at various courts in Delhi.
- 20 years of Air Force experience in Personnel and Administration Management.

Core Competencies :

- Human Resources /Operations /Team building/HR Interventions/Legal/Administration
- In-depth understanding of business processes and structured methodologies practiced in the industry.

Career Progression:

- (i) **Indian Air Force:** Feb 1985 to Feb 2005 - Worked at various levels of Personal and HR Management:
- (ii) **CL Educate Group:** May 2005 to till date. As HR Team Lead, entrusted with the task of defining and implementing the HR function in all subsidiary companies of the Group. Currently working as Senior HR Consultant with the company.

Major KRAs:

- Execute manpower planning and hire as per the recruitment plan agreed along with the Business heads/department heads.
- Formulation and implementation of HR policies, guidelines and processes, as per the need of the organization.
- Resolution of grievances, queries or disciplinary issues of the employee.
- Designing and implementing the Engagement calendar for the employees.
- Managing employee performance through timely completion of the Performance Management cycle.
- Identifying the training needs through constant connects with employees & business leaders.
- Management of Personal Records of employees.
- Payroll Management.

Significant Achievements:

- Has been part of the core CL IPO team.
- Headed the Adrenalin HRMS software implementation team.

Initiatives :

- Monitor manpower cost and ensure adherence to budget.
- Supporting the headcount ramp-up through Talent Acquisition.
- Strategic human resource planning and mapping based on my performance indicator matrix.
- Designed rewards & recognition plan for all the verticals including business.
- Partner with business on organizational design, workforce planning, succession planning, and skills assessment and development.
- Management of Appraisal Process and talent development.
- Execution of "Performance Management System", where setting goals for employees to specify preferred outcome in terms of quality, cost, succession planning etc. as per the timeliness.
- Succession planning.
- Attrition management.
- Handling of Employee Grievance and various issues/queries.
- Maintenance of Personal files of all levels generate reports of MIS & HRIS of employees, left employees on Intranet portal.
- Coordination and conduct of HR audits including Statutory, Internal and IFCR.
- Handling Employee Grievance and managing Employee Engagement Activities.
- Implement/review HR Policies and procedures in line with core organizational objectives.
- Keep a track of records to the procedures, processes, formats / forms in line with organizational goals.
- Ensuring adherence to the statutory compliances.
- Creating a strong team presence, with consistent achievement in motivating and engaging employees building top performing teams in the organization refining employee retention and excellent relationships in all departments.

Personality Attributes:

- Strong motivation to work with people, data and machines at work place.
- Strong team player, highly competitive and assertive.
- Leadership style is marked by encouragement, persuasion, positive, rational, and calm
- Strive to bring order out of chaos; prefer to listen and observe rather than seek attention.
- Well suited to work on demanding, high pressure, long term projects that require dealing with people objectively.
- Equally adept at responding to a crisis which requires faster response and methodical attention to routine tasks.

Academic Qualifications:

- (i) MA (Public Administration), KU, 1995
- (ii) MBA (HR) IGNOU, 1999
- (iii) LLB, Shobhit University, 2017

Personal Details

Date of Birth : May 25, 1966
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(Johnson KV)