



# EMMANUEL JOHNSON

BUSINESS AND HR ADMINISTRATOR



## CONTACT

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## EMAIL

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## ADDRESS

AWQAF & MINORS (73)  
DERA, MUTHENA, DUBAI, UAE

## EDUCATION

2011 - 2015

**BBA LLB – Dual degree Hons.**

AIM College of Law, Poyya, Thrissur

University of Calicut

Approved by Bar council of India  
(Jul 2017-Sep 2022)

## SKILLS

- Leadership & Team Management
- Project Lifecycle Management
- Legal Document drafting & Review
- Cost Control
- Agile Methodology
- Waterfall Methodology
- Compliance & Regulatory Reporting
- Financial Analysis
- Communication Analysis
- Networking
- Risk Assessment
- Contract Administration & Document Control
- Financial & Budget Tracking
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Attention to Detail
- Organizational & Time Management

## SOFTWARE SKILLS

- Windows OS
- MS Word
- MS Excel
- MS PowerPoint

## PROFILE SUMMARY

Detail-oriented and analytical Junior Business and HR Administrator with a solid background in legal research, compliance, and document management. Skilled in administrative support, employee relations, performance management, recruitment, strategic planning, market assessment, CRM, sales and negotiations, maintaining confidential records. Experienced in supporting cross-functional teams, ensuring regulatory compliance, and improving internal workflows. Proficient in MS Office Suite, HRIS systems, and task tracking tools. Actively seeking a Business and HR Administrator position where legal, administrative, and HR support skills can contribute to efficient business operations, employee onboarding, and policy management.

## PROFESSIONAL EXPERIENCE

March

2023

Present

### BUSINESS AND HR ADMINISTRATOR

Hibrid Thrissur Smart City Developers Private Limited, Kerala, India

- Led cross-functional teams to end-to-end development of more than 15 complex projects, consistently delivering on time and within budget.
- Developed and implemented project plans, timelines, and risk management protocols, significantly reducing project cycle time through process optimization and stakeholder alignment.
- Managed budgets of up to \$3 million per project, coordinating vendor negotiations and resource allocation to ensure financial accountability and generate cost savings exceeding \$250,000 annually.
- Utilized Agile, Scrum, and Waterfall methodologies to oversee project lifecycles, ensuring alignment with scope, quality, and client expectations while improving customer satisfaction.
- Created standardized reporting and project documentation processes using tools such as MS Project, Jira, and Asana, improving project tracking accuracy and communication effectiveness.

April 2018

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Nov 2022

### INTERNS AND TRAININGS ATTENDED

PU Ali Associates, Thrissur, Kerala, India

- **DISTRICT COLLECTORATE:** The collectorate plays a vital role in the district administration. Internship completed under the guidance of Deputy collector. Completed the documents within strict deadlines to maintain project integrity and procedural compliance.
- **TOURISM:** Made research on different areas.
- **KERALA INSTITUTE OF LOCAL ADMINISTRATION:** Understand the project management, Training and Development planning etc.
- **GREATER COCHIN DEVELOPMENT AUTHORITY:** engaged in evaluation of planning and development authority of the commercial city of Kerala

PERSONAL DETAILS

Nationality : Indian  
D.O.B : 01/04/1999  
Gender : Male  
Marital Status : Single  
Passport No : Y7283001  
Date of Expiry : 16/07/2033

INTERNSHIPS

- District collectorate
- Tourism development Kerala
- Kerala Institute of local administration
- Greater Cochin development Authority

LANGUAGE KNOWN

- English
- Malayalam
- Hindi
- Tamil

REFERENCES

Mr. P Ali

Advocate

Phone : +919447002877  
PU Ali Associates, Thrissur

Ms. Suma N

Notary, Advocate

Phone : +91 9446989996  
Smart Center for Perfect Legal solutions and Research, Irinjalakuda

Mr. Cletus Thottappilly

Notary, Advocate

Phone : +91 9946681999  
Hybrid Thrissur Smart City Developers Private Ltd.

DECLARATION

Hereby declare that above mentioned information is correct to the best of the knowledge and belief. I am ready to fine tune myself for the needs of your esteemed institution.

EMMANUEL JOHNSON