

HR

| HR Operational Leadership | Strategic HR Planning | Learning & Development | Employee Engagement | Performance Management System

“Dynamic and results-oriented HR leader with 19 years of experience in strategic HR management across industries such as Manufacturing, EPC, Trading, and Product Development. Proven success in formulating HR strategies that align with business goals, driving talent acquisition, performance management, and cultural transformation initiatives. Adept in fostering employee engagement, leadership development, and overseeing HR financials. Expertise in HR systems, data analytics, and continuous improvement.”

An Engineering professional with postgraduate degree in Management specialized in Human Resource Management

CORE COMPETENCIES:

| HR Strategic & Leadership | Workforce Planning & Talent Management | Employee Engagement | Change Management & Organizational Development | Learning & Development | Succession Planning | Performance Management Systems | Compensation & Benefits | Reward & Recognition | Employee Engagement & Branding | HR Budgeting | HR Transformation | ISO | HR Analytics & Report

CAREER HIGHLIGHT:

- ▶ Spearheaded comprehensive HR strategies for 5000+ employees across industries such as Product Development, IT, Digital Marketing, EPC, and Manufacturing, aligning with business objectives and ensuring effective workforce planning across diverse global regions.
- ▶ Championed a positive organizational culture, leading multiple change management initiatives that increased employee engagement and satisfaction. Developed and implemented the "People First" policies to foster an inclusive and high-performing work environment.
- ▶ Led end-to-end recruitment strategies, including campus recruitment, to attract top talent, with a focus on senior and critical roles. Reduced attrition rate below 5% through effective retention and succession planning initiatives.
- ▶ Led business development, marketing, and brand positioning efforts for group company operations, successfully generating \$50 million in revenue through strategic coworking space initiatives.
- ▶ Devised and led leadership development programs, integrating external certifications through Zoho - Simplilearn integration. Created tailored career development frameworks for continuous learning and leadership development.
- ▶ Implemented the **3E Scorecard** methodology, aligning employee performance goals with business strategy by establishing KPIs and KRAs that ensured ongoing feedback and performance tracking, boosting accountability and organizational effectiveness. Additionally, implemented the Zoho Performance Management System (**Zoho PMS**), setting up KPIs on a quarterly basis, managing the assessment process, and facilitating the release of quarterly variable pay, further strengthening accountability, improving employee performance, and ensuring alignment with strategic objectives.
- ▶ Designed and implemented compensation structures with a variable pay system at senior levels, ensuring competitiveness and sustainability. Managed employee benefits programs including Medical, Gratuity, and Insurance, ensuring compliance and cost-efficiency.
- ▶ Led initiatives to foster employee engagement through Town Hall meetings, Focused Groups, Rewards & Recognition programs. Maintained labor relations compliance, overseeing statutory requirements like PF, ESIC, and Gratuity.
- ▶ Led the deployment of Zoho People, enhancing HR operations and data analytics to inform strategic HR decisions. Provided real-time HR metrics to the leadership team, supporting data-driven decision-making.

JOHN JEBARAJ NELSON

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EDUCATION:

- ▶ **MBA (Specialized in Human Resource)**
2003 - 2005 / The American College, Madurai - 69%
- ▶ **B.E (Computer Science & Engineering)**
1999 - 2003 / Karunya Institute of Technology, Coimbatore / 7.07 (CGPA)
- ▶ **PG Diploma (Personnel Management and Industrial Relations)**
2005 / ANNAMALAI UNIVERSITY

WORK EXPERIENCE:

- ▶ **COMPANY NAME I: JT LLP (INDIA, PHILIPPINES & SINGAPORE) - FROM MAR 2022 TO TILL DATE**
- ▶ **JOB TITLE: HUMAN RESOURCES - HEAD**
- ▶ **JOB PROFILE:**
 - **STRATEGIC HR LEADERSHIP:** Developed HR strategies aligned with business goals, ensuring the organization's HR function was positioned to meet both current and future needs.
 - **WORKFORCE PLANNING:** Led talent acquisition efforts, ensuring optimal workforce deployment. Oversaw the recruitment lifecycle, focusing on strategic hires and critical talent roles.
 - **CAMPUS RECRUITMENT:** Spearhead campus recruitment which involves coordinating with various Management & Engineering colleges all across Tamil Nadu to recruit and train fresh Graduate in the company. Get the right mix through Campus Internship.
 - **RESOURCE ALLOCATION/RESOURCE DEPLOYMENT:** Ensuring that internal resources that are not deployed in projects are deployed for new projects for maximum utilization. Keeping a track of the requirement generation and ensuring the optimum utilization of resources. Maintain and report allocation data pertaining to resources and projects.
 - **CHANGE MANAGEMENT & CULTURE:** Directed culture initiatives, improving employee engagement scores and fostering a values-driven organizational environment. Spearheaded change management initiatives for business restructuring.
 - **COMPENSATION & BENEFITS:** Developed and implemented compensation strategies designed to attract and retain top talent, ensuring both competitiveness and financial sustainability. Led the administration of employee benefits programs, including health, retirement, and wellness initiatives, while ensuring these offerings remained competitive and compliant with industry standards. Conducted periodic Compensation Benchmarking Exercises to assess market trends and ensure alignment with industry pay practices, making data-driven adjustments to maintain an attractive compensation package.
 - **PERFORMANCE MANAGEMENT:** Implemented Zoho Performance Management System (Zoho PMS), establishing KPIs on a quarterly basis to align employee goals with business objectives. Led regular performance assessments, releasing quarterly variable pay based on the evaluations. This process improved accountability and enhanced the organization's performance metrics.

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- **HR ANALYTICS:** Led the implementation of Zoho People and integrated talent management systems to improve HR operations, providing data analytics on workforce trends, engagement, and performance.
 - **HR BUDGETING:** Oversee HR budgeting, ensuring efficient resource allocation, and drive cost-saving initiatives that aligned with business and financial objectives.
 - **EMPLOYEE ENGAGEMENT:** Initiation of all such activities to engage and retain the employees like Townhall Meeting, Brainstorming, Rewards & Recognition, Company Value, Vision & Mission based Quiz, Fun at Work, Policy Awareness Programs, Focused Group discussions, Standup Meetings, HR Open House Meet, HR Connect, Counseling sessions etc.,
 - **EMPLOYEE WELFARE/ INDUSTRIAL RELATIONS:** Successfully participated in two wage settlements, working collaboratively with management and union representatives to reach agreements that balanced organizational financial health with employee welfare, maintaining harmonious labor relations. Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by workers. Negotiating and affably settling disputes and maintaining discipline & harmonious working environment across all employee levels. Monitoring the statutory compliances of the organization under various acts like PF, ESIC, Gratuity, LWF, etc.
 - **POLICIES & PROCESSES:** Implement HR Policies and Procedures as per the Norms of the company. Recommend improvements as needed. Educating Employees on new Company's policies / processes by imparting trainings, handling queries etc.
 - **TRAINING & DEVELOPMENT:** Identification of Training Needs & Gap analysis, across levels through mapping of skills required for particular positions and analysis of the existing level of competencies & organizing Induction Training for new recruits. Conceptualizing & developing need based training modules for developing multi skilled work force for cross utilization within sub processes for optimum efficiency. Preparation of Training Calendar, Training Budget, and Trainers database etc., Co-ordination for conducting the training programs (Internal & External).
 - **STATUTORY COMPLIANCE:** Ensuring all the statutory compliances are followed duly as per the schedule
- **COMPANY NAME II: ARS STEELS - MAY 2019 TO JUN 2021**
- **JOB TITLE: AGM HR & ADMIN**
- **JOB PROFILE:**
- Lead HR operations for both corporate and plant environments, managing a team of 21 and overseeing HR functions for over 5000 employees, including workers, staff, and contractors.
 - Implemented the 3E Balanced Scorecard system across the organization, enabling quarterly performance assessments and linking variable pay to performance outcomes.
 - Drove the Market Compensation Benchmarking Exercise, ensuring salary structures remained competitive and aligned with industry standards to attract and retain top talent.

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- Spearheaded succession planning, keeping attrition rates below 5% by building a strong talent pipeline and ensuring continuity in key roles.
 - Maintained a recruitment ratio below 3%, optimizing talent acquisition processes and ensuring the timely onboarding of new hires.
 - Designed and implemented comprehensive HR processes, improving overall efficiency and alignment with business objectives.
 - Reduced administrative costs by 18% by streamlining operations, optimizing vendor management, and implementing cost-saving measures.
 - Developed and led cost-effective employee engagement programs, including Town Hall Meetings, brainstorming sessions, and company value-based quizzes, enhancing workplace culture and increasing employee involvement.
 - Successfully improved employee satisfaction scores through strategic employee engagement, resulting in reduced turnover and a more motivated workforce.
 - Directed payroll administration, compensation management, and compliance with labor and factory laws, ensuring the organization adhered to EHS (Environment, Health & Safety) standards.
 - Led negotiations for Group Medical Coverage (GMC), Group Personal Accident (GPA), and (MBD), achieving significant cost reductions without compromising employee coverage.
 - Managed compensation and benefits administration, including wage revisions, variable pay calculations, and employee queries, ensuring smooth processing and timely resolution.
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- ▶ **COMPANY NAME III: G.E.T GROUP - SEP 2011 TO MAY 2019**
 - ▶ **JOB TITLE: SENIOR MANAGER - HR**
 - ▶ **JOB PROFILE:**
 - Led the HR department for four group companies, managing a workforce of 250 employees and 900+ contractors across various project sites in Pan India, ensuring strategic alignment with the overall business plan and fostering a high-performing organizational culture.
 - Oversaw the recruitment process for permanent employees and contractors, managing a diverse talent pool to meet manpower requirements. Developed and implemented effective sourcing strategies, including partnerships with headhunters and targeted job advertising.
 - Identified training and competency needs within the group, coordinating career development and succession planning in collaboration with line management. Implemented performance management initiatives to enhance skills sharing and talent development, ensuring alignment with individual aspirations and organizational goals.
 - Managed the performance appraisal process, establishing clear metrics for evaluating employee performance and ensuring effective feedback mechanisms were in place to support employee growth and development.
 - Developed, updated, and implemented HR policies and procedures that reflect best practices and comply with employment legislation. Ensured policies supported the organization's values and contributed to a positive workplace environment.
 - Managed HRMS and compiled comprehensive reports on workforce metrics, including attrition rates, performance evaluations, and employee engagement levels for executive management review.
 - Developed salary scales and allowances to ensure equity across the group. Managed HR-related budgets, driving cost savings initiatives while maintaining high-quality HR service delivery.

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- Supervised the management of 900+ contractors operating at various project sites, ensuring compliance with contractual obligations and enhancing contractor performance. Handled contractor grievances related to salary and work conditions to ensure resolution and satisfaction.
 - Built and maintained positive relationships with internal and external stakeholders to address HR-related challenges, promote employee well-being, and enhance organizational capabilities.
 - Provided HR support for change management initiatives, including organizational restructuring and workforce transitions, contributing to business continuity and success.
 - Led initiatives aimed at improving HR processes, policies, and standards to enhance operational efficiency and employee satisfaction.
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- ▶ **COMPANY NAME IV: CHERRYTEC (A SPIC GROUP COMPANY) CHENNAI & MIDDLE EAST - MAY 2009 To APR 2011**
 - ▶ **JOB TITLE: ASSISTANT MANAGER - HR**
 - ▶ **JOB PROFILE:**
 - Managed the full recruitment cycle for permanent and contract/temp staffing with a team of two recruiters, overseeing 500+ resources across Chennai and the Middle East. Collaborated with department heads to align recruitment policies with manpower needs and market standards.
 - Ensured optimal deployment of internal resources across new projects to maximize utilization, while monitoring project requirements and maintaining accurate reports on resource allocation.
 - Coordinated timely payroll input submission and salary disbursement, managing promotions, transfers, annual salary revisions, and full & final settlements. Designed and implemented compensation and benefits policies to align with business strategy and market benchmarks.
 - Defined roles and established performance metrics aligned with business strategy, managing the appraisal process and linking performance management with rewards and recognition frameworks. Implemented a performance appraisal system focused on talent transformation.
 - Spearheaded employee engagement initiatives, such as Fun at Work and Policy Awareness Programs, to enhance retention and job satisfaction while ensuring prompt resolution of employee grievances and fostering positive management-employee relations.
 - Negotiated and resolved disputes amicably, ensuring compliance with statutory regulations (PF, ESIC, Gratuity, and LWF), and implemented HR policies and processes in line with company norms, recommending improvements as necessary.
 - Conducted training needs analysis and gap assessments to identify skill requirements, developing and coordinating training programs, including new hire induction, and managing the annual training calendar and budget. Led internal and external training sessions to enhance workforce efficiency and promote multi-skilled employees.

▶ **COMPANY NAME V: FLSMIDTH PVT LTD - DEC 2007 TO APR 2009**

▶ **JOB TITLE: SR. EXECUTIVE - HR**

▶ **JOB PROFILE:**

- Managed the entire recruitment life cycle, sourcing top talent through networking, referrals, headhunting, and job portals while collaborating with hiring managers across SBUs to plan human resource requirements and conduct selection interviews, focusing on minimizing turnaround time for cost-effective hiring.
- Led Entry Level Training Programs (ELTP) for new joiners, conducting training needs analysis through one-on-one structured interviews and focus groups, and creating an annual training calendar. Collected and analyzed training feedback to evaluate and improve training programs.
- Served as the first point of contact for new hires, managing completion of joining formalities and initial briefings, while coordinating and scheduling the induction process for all new joiners.
- Conducted one-on-one and group discussions with employees to address concerns and gauge employee sentiment, managing confirmation appraisals and facilitating feedback sessions. Monitored employee performance, promotions, transfers, and separations, and regularly updated employees on company policies and changes.
- Led campus recruitment initiatives by collaborating with engineering colleges across Tamil Nadu to recruit and train fresh graduates and diploma engineers.

▶ **COMPANY NAME VI: TAARS SOFTWARE TECHNOLOGIES PVT LTD -MAY 2005 TO NOV 2007**

▶ **JOB TITLE: EXECUTIVE - HR**

▶ **JOB PROFILE:**

- Proposed manpower requirements to consultancies for acquiring suitable candidate profiles.
 - Validated resumes, pre-screened candidates, and shortlisted them based on company requirements.
 - Provided regular updates to consultancies on the recruitment status.
 - Managed post-recruitment activities, including onboarding and induction.
 - Administered employee ESI (Employee State Insurance) and PF (Provident Fund) benefits.
 - Oversaw the performance appraisal process and ensured timely completion.
 - Generated monthly reports on attrition, appraisals, recruitment, manpower requirements, and daily reports as needed.
 - Maintained accurate attendance and overtime (OT) reports for employees.
 - Ensured compliance with up-to-date statutory abstracts and notices for employees.
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IN HOUSE TRAINING:

- ▶ Introduction to Types - MBTI
- ▶ Interview Skills
- ▶ Personal Quality

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PERSONAL DETAILS:

DOB	:	JAN 19, 1982
MARITAL STATUS	:	MARRIED
LANGUAGE KNOWN	:	ENGLISH & TAMIL
NATIONALITY	:	INDIAN
NATIVE PLACE	:	CHENNAI
PASSPORT NUMBER	:	R2009475

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