

COL ANIL JOHN (RETD)

Mobile: 09765359943, 9518361722

E-Mail: aniljohn.hr@gmail.com



Senior Administration & HR Professional

A dedicated professional with proficiency in **English, Marathi & Hindi**, mastering HR situations, highly knowledgeable in a wide variety of professional disciplines and an expert at implementing employee welfare policies.

~HRM | IR | General Administration~

AREAS OF EXPERTISE

- General Administration
- Logistics Operations
- HRD/IR
- Event Management
- Organization Development
- AMC
- Space Allocation
- Vendor Management
- Fixed Assets Management
- Cost Reduction & Waste Elimination
- Security Management
- Process Analysis
- Budgeting
- Inventory Control
- Procurement
- Material Management
- MIS Operations

PROFILE SUMMARY

- A focused professional with over 34 years of experience in General Administration, Human Resource Management, HRD/IR, Material Management, etc.
- Skilled at managing the diverse facilities including Accommodation – Hotel, Guest House, Company Leased, Internal/ External Liaising, Office Stationery, Mobile/ Telecommunication, Office Infrastructure Maintenance & New Office Setup, Investigation, etc.
- Efficient in maintaining effective employee relations with staff across all hierarchical levels in the organization on day to day matters through role enrichments, feedback sessions & disciplinary proceedings, thereby establishing a collaborative culture through continuous engagements
- Achievement oriented professional with excellent people management skills and an ability to manage change with ease.
- Capable of handling Industrial Relations activities of establishments with over 1500 Non-Combatant Civilian Employees (Industrial & Non Industrial) with Four Unions affiliated to National Federations
- Excellent in reviewing compensations & benefit plans, reward & recognition schemes, HR policies & ensuring their effective communication across organization in compliance with labor/administrative laws
- Insightful knowledge of business analysis and consulting with expertise in provisioning transformational HR solutions for multiple vertical & horizontal requirements

Management: Monitor operations of the organization, implements plans and manages human / financial & physical resources

Decision Making: Formulates policies and planning recommendations to the management, decides or guides courses of action in operations by staff / employees

Leadership: Advises the management on business strategies, promotes organization among customers & vendors and drives organization mission through employees & supports motivation of employees in organization

ORGANISATIONAL EXPERIENCE

Since Mar'88 Government of India (Ministry of Defence),
All Over India :

Dinjan(Assam),Secunderabad,Joshimath,Dharchula(Uttarakhand),Jabalpur,Meerut,Kolkatta,Guwahati,Udhampur,Dehradun, Alwar, Bhusawal , Pune (4 Tenures) & Agra



Growth Path:

joined as **Class -1 Gazetted Officer** in 1988 (**Second Lieutenant**) promoted to **Lieutenant** after that rose to **Captain** then again promoted to **Major** after that designated as **Lieutenant Colonel** and now currently working as **Colonel**

Key Result Areas: Combatants and Non Combatant Civilian Employees (Industrial & Non Industrial)

➤ **Logistics:**

- **Ensuring Cost Effective Logistic Operations & Seamless Materials Movement Ensuring sufficient Inventory levels**
- *Inventory Management of Materials , Procurement in the desired time frame ,Negotiating & Finalising Service agreements with reliable contractors for execution of servicing works as per budgeted parameters*

➤ **General Administration :**

- *Maintenance of Office Equipment, Transport, Housekeeping & Maintenance of Office, Record Keeping of office stationery*
- *Organizing Social Activities, Picnics, Sports & Recreational Activities, Healthcare to increase the morale of the employees.*
- *Identifying and Networking with Cost Effective Reliable Vendors for Purchase of Requisite Materials and Spares as well as Project Procurements*
- *Security & Fire Fighting Operations*
- **Developing Budgets & Annual Plans to Manage Facilities as per Organizational Needs & Parameters**
- *Ensurance of Smooth Operations and Maintenance of Proper Decorum & Discipline*

➤ **IR :**

- *Ensuring Cordial Industrial Relation.*
- **Productivity by Employee Engagement**
- *Prevention of Strikes, Go Slow etc.*
- *Liaison with Statutory Government machinery*

➤ **HR :**

- *Developing, Managing and Monitoring the Performance of Human Resources,*
- **Human Resource Development: Planning of training, welfare and Execution for 350 individuals at one time**
- *Identifying & resolving issues related to personal documentation, leave, pay & allowances and promotions*

Highlights:

➤ **General Administration:**

- **Commanded 3 separate establishments for a span of 2 years each**
- *Influential in providing an effective logistic support by exercising exemplary command & control i.e. discipline, security & motivation to the troops during Operation 'Vijay' (Kargil war) in 1998 and Operation 'Parakram' in 2002*
- *Was posted as advisor to Establishment Commanders for 6 years*

➤ **Logistics**

- *Provided advice on Logistics with specialization in Armament & Ammunition Technical Management*

- *Significantly contributed in carrying out automation of inventory with the responsibility of conducting training cadres on automation of inventory & its effective management for other units assigned by higher Headquarters*
- *Dynamically involved in managing a wide gamut of functions viz. issue, receipt, stocking, review, care & preservation of inventory being maintained (approx. 22000 items at one time)*
- *Efficiently managed an inventory of mechanical spares, technical equipment & clothing requirements of 14,500 individuals and 2500 vehicles*
- *Merit of raising & establishing Logistic Establishment of Strategic Establishment and being the 1st Logistic Officer of newly raised establishment*
- *Managed budget control of a major establishment (INR 2.5 Crores) as a Lieutenant Colonel*
- *Served as an Inventory Control Officer of 2 major logistic support units comprising an inventory of 22,000 items for a span of 5 years*
- *Successfully developed vendors to streamline the Logistic functions at Bhusawal, Gandhidham, Deolali, Alwar & Talbehat*

➤ **HR:**

- *Distinction of receiving medals for leading a team of personnel and providing effective logistic support in adverse conditions to the fighting forces.*
- *Received 09 Years Long Service Medal, Sainya Sewa Medal, 50 Years Independence Medal, Clasp Bengal and Assam to Sainya Sewa Medal, Special Service Medal "SURAKSHA" with clasp, (OP RHINO), Clasps J&K to Sainya Sewa Medal, Clasp (OP Rakshak) to Special Service Medal 'SURAKSHA', 20 Years Long Service Medal*
- *Implemented process enhancement initiatives through measures such as Automated Inventory Control Systems (AICS), Loginet System, Reach out and Resolve (ROAR) Concept, Idea to Implementation Concept (I2I) & Industrial Relations Ease (IR Ease) that resulted in multifarious benefits for the respective establishment.*

➤ **IR:**

- *Steered efforts in preventing strike & work stoppage in 2 major logistic establishments through effective liaison and IR*
- *Ensured Cordial Industrial Relation.*
- *Productivity by Employee Engagement*
- *Effectively tasked the posted Assistant Labour Welfare Commissioner to resolve issues in bipartite & tripartite forums*

EDUCATION

- **Master in Labour Law & Labour Welfare** from ILS Law College, Pune, Savitribai Phule Pune University in 2015
- **Master in Personnel Management** from I.B.M.R, Pune, Pune University in 1999
- **B.Sc. in Chemistry, Botany & Zoology** from Nowrosjee Wadia College, Pune, Pune University in 1986

COURSES ATTENDED

- Senior Management Officers Course from College of Materials Management, Jabalpur in Dec 2003
- Advance Materials Management Course from College of Materials Management, Jabalpur in June 1994
- Certificate Course in Fire Fighting from Southern Command conducted at Ordnance Depot Avadi, Chennai in 1990
- Certificate Course in Security & Fire Fighting from Military Intelligence School & Depot in 1996

PERSONAL DETAILS

Date of Birth: 23rd September 1964
Permanent Address: 701, Daffodils, Wing-1, Silver Dale Coop HSG Society, B.T. Kawade Road, Ghorpadi, P.O. Pune 411001, Maharashtra
Languages Known: **English, Hindi, Marathi** (Read, Write & Speak Fluently) & Malayalam (Speak & Understand)

REFERENCES:

Name: R.N. Raje(Retd)
Designation: Ex Assistant Commissioner of Police
Contact: 7722036280
E mail: rnraje365@gmail.com

Name: Adv. & Prof PA Noronha
Designation: Lecturer ILS Law College & DGM (IR) (Retd.) KSB Pumps
Contact: 9326503423
E mail: adv_panoronha@rediffmail.com