Prof. J. Joan

B. Tech., MBA., NET., M. Phil., SET.,
Assistant Professor
Chair- Management Development Programme

Personal Details:

Date of Birth: 24.09.1987

Gender: Female

Nationality: Indian

Contact Coordinates:

Institution

St. Joseph's Institute of Management
St. Joseph's College (Autonomous)
Tiruchirappalli 620 002
TN, India

Residence

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Ascon Residency,
Sastri Road-Thillai Nagar,
Tiruchirappalli- 620 018
TN, India

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Career Summary:

- Working as Assistant Professor(HR) in St. Joseph's Institute of Management(JIM), St. Joseph's College, Trichy from August 2017.
- 5+ years of experience in the field of HRM in IT/ ITES/ Non IT sector.
- Experienced in recruitment, developing performance management system, developing employee welfare programs, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.
- Experienced and possess specific knowledge in human resource theory, functions and practice.
- Experienced in Business Transformation process and Change Management.
- Possess good communication, interpersonal and relationship management skills.
- Experienced in school administration and English language facilitation.

Responsibilities Handled:

- Conducted training programs for teaching professionals, students and corporates in various areas like skill development, competency assessment etc.,
- Partnered with business on workforce planning, talent management, succession planning, and skills assessment.
- Review and analyze business unit data to identify trends and recommend solutions to improve performance, retention, and employee experience.
- Worked with line managers and employees to address all types of employee relations issues
- Assess business unit's human resources training needs and conduct 1:1 & group training sessions.
- Draft/Implement/administer corporate and HR policies/programs/procedures.
- Plan, manage and provide continuous improvement to all aspects of the client organization and leadership review process and the strategic objectives with focus on performance management and talent development.
- Worked with business groups- assess, create and implement innovative solutions for a variety of employee engagement initiatives within client group.
- Provided ongoing support to the leadership team on human resources related matters, policies and procedures.
- Provided compensation support including salary planning, approval of salary actions, promotions and job re-leveling.

Key Skills:

Experienced in Business Transformation, Business Process Re-Engineering, strategizing, Change management, HR policy and Process implementation.

- Prepared Standard Operating Procedures for factories and other industrial verticals such as retail, manufacturing, exports etc.,
- Experienced in performance appraisals method implementation and score card creation.
- Implementation and training on Employees Code of Conduct and Grooming.
- Analyze, modify and assist in framing HR handbook and policies to ensure compliance with legal requirements.
- Framing HR policies, communicating and training the client HR team with policies and procedures.
- Develop Human Resource plans and strategies aligned to the organization's strategic direction and business strategy.
- Provided tools and tactics to enhance execution of these strategies.
- Assigned KPI's, Roles & responsibilities, score cards for the employees.
- Designed the Organization Structure to achieve 100% productivity.

Work Experience:

- **St. Joseph's Institute of Management (JIM)**
  St. Joseph's College (Autonomous)
  Tiruchirappalli
  Job Title: Assistant Professor (HR)
  Aug 2017 – Till Date

- **Yagappa International Residential School, Thanjavur**
  Job Title: Administrator and English Language Facilitator
  Dec 2015 – May 2016

- **Symbiosis Networks, Bangalore**
  Recruitment for IBM
  Job Title: Senior Executive- Resources
  Feb 2015 – Nov 2015

- **Align Associate (A unit of Brisk Corporate Services Pvt. Ltd.,) Chennai**
  (Business Intelligence & Analytics)

Job Title: Senior HR Executive
Feb 2012 - August 2014

- **Landline Builders, Chennai**
  Job Title: **HR & MIS Executive**
  Jan-2011- Jan 2012

Educational Qualification:

- **UGC- NET in HRM/ Labour & Social Welfare, IR, Personnel Management** with 54.86 cut off in January 2017.
- **M.Phil. (Management Studies)**, Bishop Heber College under Bharathidasan University, Tiruchirappalli (2016-2017) with CGPA of 9.2
- **Master of Business Administration** with specializations in **Human Resource Management and Marketing Management**, from Anna University, Chennai (2009-2011) with CGPA of 7.0
- **Bachelor in Technology**, (Bio-Technology), Karunya University, Coimbatore (2005-2009) with CGPA of 7.9

Technical Qualification:

- Simulation in Case study analysis
- Analyst reporting tool/ Dashboard designing
- MS office - Power point presentations, Visio, Word, Excel, Outlook
- SPSS analysis tool

Research Works & Paper Presentations:

- Undertook a research work for M.Phil., under Bharathidasan University for the project done in Tamil Nadu State Transport Corporation, Kumbakonam with the title **"A study on Quality of work life of Drivers & Conductors (Running staff) in Tiruchirappalli region".**

- Undertook project work in Kaizen Engineers and Consultants, Chennai, titled **"A study on employees' conflict towards Organizational change".**

- Undertook research work on **"DNA Sequencing of TLR 4 gene in Capra hircus"** in Tamil Nadu Veterinary University, Vepery, Chennai.

- Have presented and highly commended for research paper on "**HR Analytics: A Beacon for Effective Utilization of Human Capital**" in the

International Conference on applications of Actuarial Science, Mathematics, Management & Computer Science in November 2016

- Have published article on **"Disruptive Artificial Intelligence with Emotions: An Augmented Workforce of the Future"** in Journal for Management Research in January 2018

- Underwent a workshop and certification program in **"Teaching using Simulations"** conducted by Harvard Business Publishing in New Delhi, India during June 2018