

## **Sreekumar G**

[sreefoursree@gmail.com](mailto:sreefoursree@gmail.com) | +91 8130856157

### **ACCOMPLISHED HR PROFESSIONAL AND ADMINISTRATOR**

Highly experienced HR professional with 26 years of core human resources experience and 39 years of progressive leadership in the lower & middle levels at Indian Air Force. Proven track record in employee lifecycle management, engagement and onboarding. Familiar with implementation of structured HR programs, fostering inclusive workplace culture and nurturing the workforce to achieve larger organisational goals through data-backed decisions. Plethora of experience in supporting the operational and maintenance arms of Indian Air Force formations through efficient administration.

### **KEY SKILLS & COMPETENCIES**

Talent Acquisition	Onboarding	HR Policies & Compliance
Performance Management	Strategic Leadership	Communication Skills
Employee Engagement	Motivational Ability	Training & Development
Conflict Resolution	Adaptability & Resilience	Decision Making
Planning and Execution	Attention to Detail	Time Management
Coordinating Resources	Punctuality	Resourcefulness

### **PROFESSIONAL EXPERIENCE**

#### **Senior HR Professional and Administrator | Indian Air Force | 1999 - 2025**

- Handled complete employee lifecycle processes including onboarding, role induction, internal transfers, confirmation tracking, and structured exits
- Successfully led a structured onboarding program for entry-level employees, resulting in faster integration and enabling them to become independent contributors within short span of time.
- Spearheaded employee engagement initiatives such as team development/ awareness programs and feedback sessions resulting in overall improvement and participation
- Supported performance review cycles by maintaining documentation, coordinating feedback loops, and identifying training needs
- Served as a dedicated mentor and immediate supervisor to entry-level employees, ensuring their smooth transition and professional growth within the team
- Managed exit interviews and formalities, extracting actionable insights to improve employee retention and culture
- Actively supported senior leadership by contributing to the development and

implementation of HR policies, streamlining processes, and providing data-driven insights to aid strategic decision-making

- Impeccable sincerity and Discipline that enabled to serve the nation for 39 long years in testing times and at diverse geographical locations

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### **EDUCATION & CERTIFICATIONS**

**Bachelor of Arts |1995 | Kakatia University, Andhra Pradesh**

**Master of Arts (Sociology) |1998 | Annamalai University, Tamil Nadu**

**Junior Management Course |1998**

**Course in Advance Meteorology| 2010**

**Method of Instruction Course (Airmen)| 2009**

**Security and Intelligence Orientation Course| 2014**

**Ultra Skilled in Trade and Deportment| 2019**

### **ACCOMPLISHMENTS**

- Successfully transformed thousands of rookie trainees to thorough professionals of Indian Air Force through training, Mentoring and effective administration
- Improved HR activities, resulting in overall increase in employee engagement
- Contributed to the preparation and implementation of robust HR policies, assisting senior management
- Managed the performance and mentorship of entry level employees, enabling them to perform trade duties within a short span of time
- Contributed as Station Master Warrant Officer who is the crucial link between the men and higher echelons of the organization for effective implementation of policies and to sense the pulse of people placed below

### **LANGUAGES**

- English (Fluent)
- Hindi (Fluent)
- Malayalam(Native)