SANJAY JOHANSSON

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as Senior HR Advisor at Maple Care Group.
- Trusted adviser to line managers on day-to-day employee relations.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

Leeds Beckett University — **Leeds**
BA Human Resource Management — *2018*

PROFESSIONAL EXPERIENCE

Maple Care Group — **Toronto, ON**
Senior HR Advisor — *Mar 2025 – Present*

- Handled employee relations cases from first meeting to outcome letter for a site of 41 staff.
- Coordinated the move to a new performance review cycle across five departments.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Kept the HR dashboard on headcount, turnover and absence up to date.

Corran Hotels — **Toronto, ON**
People Partner — *Jul 2023 – Jan 2025*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Ran the annual pay review data and checked every letter before it went out.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Handled TUPE paperwork for a team joining from an acquired business.

Lantern Housing — **Toronto, ON**
People Coordinator — *Aug 2021 – May 2023*

- Supported two restructures, including consultation meetings and documentation.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Ran exit interviews and turned the themes into a quarterly retention report.

Vale Logistics — **Toronto, ON**
People Coordinator — *Jan 2019 – Jun 2021*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.

INITIATIVES

Line manager training programme

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Hybrid working policy rollout

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

RESEARCH & PUBLICATIONS

Lessons from workplace surveys — **2023**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: Onboarding, HiBob
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Treasurer of a local sports club, keeping the accounts and membership list.
- Volunteer at a local food bank twice a month.

REFERENCE

Hamza Andersen
Engineering Manager, Lantern Housing
Contact: hamza@example.com