Dubai, United Arab Emirates

Subha.179474@2freemail.com

Valid UAE Driving License

Available: Immediately

**CAREER OBJECTIVE** Dedicated and energetic operations management professional with Qualifications and extensive experience managing over 80 People and 15 Suppliers in the Oil & Gas field.

**CAREER SUMMARY** **Professional** with more than **17+ years** of diverse experience as an **Offshore Personnel Manager, Vessel Crew Manager, Facilities Manager,**  **Project / Operation Coordinator, Administrator & Accountant, IT Developer and a Teacher**.

**AREAS OF IMACT & CONTRIBUTION INCLUDE**

Project Management / Financial Management / Leadership Management / Organizational Effectiveness / Managing Employees / Team Building Policies / Human Resources / Recruiting

* Strong Background in Accounting & Finance
* Knowledge of HR Principles & Policies

**CORE COMPETENCIES**

* Excellent People Manager- Influencer, Leader, Negotiator and Delegator.
* Team Work– Effectively Communicates to delegate responsibilities using interpersonal skills.
* Accuracy & Punctuality- Precise with details & Facts.

**EMPLOYMENT HISTORY**

 **Jan 2014 to Present Horizon Survey Company (FZC)**

**Offshore Personnel & Vessel crew Manager**

Operations Target preparing for Quarterly and Yearly and submitting to GM

Operations Department budget preparation

 Supervising the Operations Department

Recruiting Multi National Vessel crews for the projects

Supervising & checking all the crew documentation

Crew training for Mandatory courses and value added courses as per Project requirements.

Supervising all the joining formalities including visas, travel documents and all the logistics involved during sign on/ sign off of crews at different ports.

Formulating HR Policies / rejoining bonus schemes for retention of crews.

 Offshore Personnel sourcing for projects

Liaising with all Freelancing agents for the personnel availability and their rates

Monitoring the personnel Utilization database on monthly basis for their salary calculations

Verifying the project related expenses, invoices, P O, and other expenses

Monitoring Project deployment sheet/ movements of the offshore personnel

 Appointing Project Secretaries to take care of the awarded Projects

 Timesheet of all offshore personnel -checking on a timely manner

 Contribute to short- long term Organizational Planning and strategy.

Providing Consulting services on all matters related with Operation/ projects.

Manage and increase the effectiveness and efficiency of the Project requirements.

 Managing day to day activities in the Ops dept.

Provide active participation in the form of adherence to and improvement of the Company’s Integrated Management System.

Encourage working methods that promote health and safety and challenge those who do not work in a safe manner.

**Achievements:**

* Attained 18 percent reduction in Operating Cost
* Consolidated Operations & Project department, resulting in more effective operations.
* Demonstrated a high commitment to safety and ensured compliance with Company codes & Values.

**October 2008 to November 2013 Fugro Survey (Middles East) Ltd. (FSME- Abu Dhabi)**

 **Operations Coordinator**

Determine all Project visas , security passes , seaman book etc required for Project personnel and ensure they remain valid for the required duration of the projects.

Liaise with shipping agents for the smooth clearance and sign on/sign off for the Personnel and vessels.

Take care of flights for onsigners and offsigners of the Project crews.

Arrange crew changes as per the project requirements.

Liaise with Freelancers whenever required.

Assists Managers in day-to-day coordination and management of business operational activities.

Monitor, control and manage business operations to meets customer expectations and company goals.

Liaise between customer and management to ensure smooth operations delivery.

Out of office support whenever required.

**Achievements:**

* Reduced flight cost by 25 percent.
* Assisted Logistics dept for import & export Offshore Survey Equipment.

**July 2006 to October 2007 KADDAS Oilfield Supply Co.**

 **Accountant**

Responsible with documents financial transactions by entering account information.

Recommends financial actions by analysing accounting options. Substantiates financial transactions by auditing documents.

Maintain accounting controls by preparing and recommending policies and procedures.

Secures financial information by completing data base backups.

Prepares payments by verifying documentation, and requesting disbursements.

Prepares special financial reports by collecting & analysing, account information and trends.

**Achievements:**

* Prepared monthly activity reports & Generated Year end reports.

**July 2004 to June 2006 Al Mazroui Oil & Gas Field Supply & Services**

 **Accountant**

Leads, manages and develops the staff.

Assist with preparation of the budget.

Implement financial policies and procedures.

Ensure data is entered into the system.

Follows the highest ethical standard, ensures accountability and complies with the law.

**Achievements:**

* Supervised the maintenance of Organizational database/ archive and administration files.

**March 2004 to July 2004 Junior Accountant (Temp)**

 **Marina Engineering Oilfield Services , Abu Dhabi UAE**

Handling GRL’s, Entering information regarding a certain documents or inputting numbers into a spreadsheet, receiving invoices, invoice for local consumable and prepare PIV, Issuing purchase orders to principal companies & follow up of material shipments., adjustments to different logs or records, responsible for services after sales, taking care of purchasing of material equipment and services and delivery to the clients according to their requirements

**December 1999 to August 2003** **IT Trainee / Program Developer**

 **Infotech India**

Preparing learning resources, Preparing reports and documentation for the upcoming projects, attending meetings, marking lesson and developing learning programs

**December 1997 to March 1999 Teacher for Science and Math Subject up to class V**

 **Army School India**

Establishing positive teacher/ student interaction, setting – up and running of the classroom, working in large and small groups and with the invidualized activates,

Evaluating students class work and assignments, organizing and delivering classroom lectures to students, preparing classroom and coursework materials, homework assignments and hand-outs, recording and maintaining accurate student attendance records and grades and maintaining discipline in the classroom

**EDUCATION & CERTIFICATIONS**

Bachelor of Commerce – Accounting

Kerala University

Higher Diploma - Software Engineering

Guwahati- Projects: Airline Reservation System (6th Sem ), Payroll System (4th Sem)

**TRAINING COURSES**

Orion Accounting Package

 Exposure to ERP Software - SAGE

 Languages (Visual Basic 6.0 & VB.Net)

 RDMBS (MS SQL Server 7.0, MS Access)

 Web Technologies (ASP, ASP.Net, HTML, Java Script & VB Script)

 Web Tools (MS Front Page 2000)

 Offshore Operations training which conducted by FUGRO online

**SPECIAL SKILLS**  Computer & IT

 Microsoft Office™ (Word™, Excel™ PowerPoint™)

Windows™ (7™, Vista™, XP™)

Internet & research

**LANGUAGES**  English – Fluent

Hindi – Fluent

Malayalam – Native

**PROFESSIONAL REFERENCES** Available upon request