

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:260134**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

##### Personal Profile and Career Objective

I have extensive experience within the Human Resource function of around 8 years and a CIPD member since 2007.  I progressed in my HR career starting from Transocean as HR Trainee and then progressed to HR Assistant. After graduating from university completing my Masters in Human Resource Management, I joined InterMoor as HR Advisor/ Manager in March 2008 and continued till September 2011 where I was in a standalone role and was responsible for providing comprehensive generalist experience and developing the entire Human Resource Function in the company. I was the focal point for colleagues and managers on employment law, recruitment, legislation, compensation & benefits and employee relations.

Currently worked for Dubai Petroleum a semi government company as a Competence Development Assurance Administrator for the past 3 yrs.

I am seeking a fresh challenge in an organisation where I can contribute the experience I hold and further enhance my skills.

##### Core Competencies

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| --- | --- | --- |
| HR Department Start-up | Employment Law | HR Policies & Procedures |
| Staff Recruitment & Retention | Employee Relations | Disciplinary and Grievance Procedures |
| Training & Development | HR Audit | Performance Management |
| Payroll | Confidentiality | Self-Motivated |
| Competence Development Assurance | Communication | Confidentiality and On Boarding |

##### Work Experience

**Organisation – Dubai Petroleum Establishment**

**Designation –** Competence Development Assurance (CDA) Administrator

**Industry Experience– Oil and Gas**

**Period –** March 2013 to Present

**Responsibilities -**

* Liaise with external providers and consultants to understand the needs and requirements for the project
* Coordinate with offshore personnel to obtain required documentation e.g. SOP’s; job profiles
* Schedule offshore trips and co-ordinate with Offshore to arrange meetings and working groups
* Review all documentation regarding scope of work, project plan, deliverables and give feedback , make changes required before seeking approval from stakeholders
* Internal point of contact for offshore team and the solely for external provider /consultant on CDA issues
* Develop an internal process of communication between the external provider /consultant and offshore to ensure all parties are aligned and understand what is required
* Manage relationship between provider and Dubai Petroleum and provide the background and cultural nuances of offshore team
* Document the process that the external consultant carry out in setting up and administering CDA
* Involvement in training assessors and offshore team to understand the philosophy and processes.
* Developed a communication strategy for sustainability of the project
* Played an instrumental part in developing the software used to manage personnel competencies
* Carried out User Acceptance Testing for the software developed
* Designed a launch program for the project
* Currently working on integration with current existing HR processes
* Along with the above responsibilities also carried out few responsibilities as Training Advisor
  + Responsible for conducting training needs analysis (TNA) for technical and non-technical requirements in the company. Analyse and report on the priority areas for the organisation using reliable tools and techniques
  + Manage and facilitate the Corporate Induction for all new employees recruited
  + Develop PR and marketing activities with training and development team to increase the visibility and awareness of training calendar and portfolio of courses and achieve maximum uptake of courses and the team as a whole
  + Design, deliver and evaluate training workshops and presentations onshore and offshore as required
  + Actively contributing in compiling and development of Training Portfolio and Calendar

**Organisation – Dubai Petroleum Establishment**

**Designation –** HR Business Partner

**Industry Experience– Oil and Gas**

**Period –** May 2012 to January 2013

**Responsibilities -**

* Establish and maintain relationships with hiring managers.
* Maintain service level agreements.
* Ensure job descriptions are up-to-date, relevant and fit for purpose. Liaise with Hiring Manager on updates where necessary obtaining relevant sign from HR Business Relationship Specialist.
* Perform searches for qualified candidates according to relevant job criteria using; computer databases, networking, internet recruiting resources, cold calls, media recruiting firms and employee referrals.
* Contact applicants to inform them of; operations, facilities, benefits and job or career opportunities within the Company.
* Screen and refer applicants to hiring managers, making hiring recommendations where appropriate. Conduct Psychometric/Personality tests where appropriate.
* Arrange and participate in interviews, agree selection, gather feedback, benchmark positions, make offers of employment and advise unsuccessful candidates as required. Effectively integrate competency based interviewing to the interview process.
* Prepare contracts of employment for successful candidates obtaining the necessary sign off.
* Mobilize new employees, including liaison with relevant departments to arrange travel, visas and pre-employment medicals.
* Ensure all new employees receive a Company, Functional and HR induction.
* Provide practical support to all employees in all aspects of on-boarding and socialisation acting as the individuals point of contact.
* Ensure all changes to employee terms and conditions; promotions, transfers, retirees etc are dealt with in a timely and professional manner.
* Deliver a range of HR services to employees and managers in the areas of; employee welfare, performance management, managing misconduct and under performance, discipline and grievance.
* Ensure all leavers receive an exit interview and the exit process is followed
* Participate in company wide succession planning initiatives
* Build effective relationships with assigned business functions and department managers by chairing regular relationship meetings.
* Ensure all relevant information and HR data is kept up-to-date in personal files and electronically on Live Link Document Management System.
* Ensure all tools and processes are up-to-date, together with complying with current legislation and good practice at all times.
* Complete HR reporting on a monthly basis to various business units and HR Management
* Manage or actively participate HR Business and Employee Services projects where required to ensure continual process improvements are delivered
* Working on various projects as per below
  + Welcome Pack for all the new joiners
  + Reviewed all the HR forms and templates
  + Company Career Web Page
  + Reviewing and Restructuring the company intranet page for HR Department
  + Job title review project
  + Implementation of Online Interviewing System
  + Psychometric Assessments for Recruitment

**Organisation** – **InterMoor** (formerly known as Trident Offshore Limited and International Moorings System Limited )(Acteon Group), Aberdeen, UK

**Designation –** HR Advisor/Manager (Permanent)

**Industry Experience – Oil and Gas**

**Period –** 20th March 2008 to 30th September 2011

**Responsibilities –**

As HR Advisor, solely responsible for developing and providing support to the UK and Singapore HR Function including;

Employment Law

* Advising and assisting management and directors in all aspects of employment law
* Handling disciplinary, grievance and redundancy procedures
* Promoting equality and diversity as part of the culture of the organisation
* Ensuring compliance with paternity pay and maternity rights
* Monitoring of employment legislation

Recruitment

* Producing job descriptions and personnel specifications
* Placing adverts and building strong working relationships with recruitment consultancies
* Creating a brand presence online through Linked, Oil Careers, Rigzone and other networking sites, and ensure the best talent in the area is attracted, engaged and spoken to.
* Organising interviews and carrying out necessary checks
* Participating in selection of staff
* Conducting induction programme for new starts
* Conduct and record exit interviews and questionnaires, and coordinate regular reports and statistical data relating to staff retention

Payroll

* Instruct the payroll administrator to make changes to the payroll in respect of starters and leavers, changes to and the renewal of contracts, holiday pay, maternity/paternity/adoption pay, bonus payments and any other personnel details
* Prepare the payroll input on a monthly basis

Staff Welfare

* Administration of compensation, benefits and performance management systems
* Leading retention strategy of key personnel within company
* Provision of a confidential advisory service to employees
* Absence and performance management
* Undertake and participate in HR training projects as agreed with the management
* Obtaining the relevant Tier 2 sponsorship for non-EU based staff members

Documentation

* Issuing offers of employment and contracts, termination letters and other contractual paperwork as required, ensuring that it complies with best HR practice and relevant employment legislation
* Deal with all 3rd party contractors with regards to their day rates and their contracts
* Maintaining an accurate human resources database with Navision (Microsoft Office Package)
* Compiling statistical reports concerning personnel related data
* Maintain and update company wise organisation charts according to budget and actual headcount, vacancy counts along with the associated costs
* Development of policies and ensuring revisions are incorporated into existing policies

Others

* Managing and updating the Sponsorship Management System of the UK Border Agency
* Managing and representing the organisation in the Healthy Working Lives Programme
* Responsible for monitoring the working time regulations among all the staff across the UK
* To work in partnership with finance and legal department on projects involving tendering
* Ensuring personal professional development and adhering to the recognised standards of the Chartered Institute of Personnel Development (CIPD)
* Engage with international HR colleagues amongst the group to establish effective working relationships

**Organization** - **Transocean (Drilling Contractor)**, Aberdeen

**Designation -** HR Assistant (Contract)

**Industry Experience – Oil and Gas**

**Period -** August 2007 – November 2007

**Responsibilities –**

* Maintaining database to improve tracking, reporting and efficient working
* Ability of multi-tasking in a fast-paced environment, while maintaining an emphasis on quality
* Contributed to improvement of in-office operations
* Maintain and updating the performance appraisals in the system and informing the respective rigs

**Organization** - **Transocean (Drilling Contractor),** Aberdeen

**Designation-** HR Trainee (Placement)

**Industry Experience – Oil and Gas**

**Period –** January 2007 to March 2007

**Responsibilities –**

* Managed and executed a project related to exit interviews where over 400 employees left the organisation during the year 2006
* Developing the questionnaire and following up with the ex-employees across the globe
* Calling ex-employees and asking a set of questions related to their resignation along with their constructive feedback and suggestions
* Analysed data and developed reports related to the project for which the findings were presented to the management team in Houston

**Organization - Sai Service Agency Limited (Maruti Suzuki Car Dealership Company)**

**Designation-** Team Leader (Permanent)

**Industry Experience – Automotive**

**Period –** February 2006 – June 2006

**Responsibilities –**

* Liaison with clients and team to ensure all sales have been properly dealt with supervise, motivate and guide the team to meet goals within the budget and time frame
* Conducting interview and selection processes in conjunction with line managers and agree selection of preferred candidates and build candidate portfolio in respect to all future vacancies
* Assisting in the induction process of new employees
* To book all essential training courses and medicals when required
* To liaise with training and medical providers to ensure quality service
* Control private and confidential information
* Generating new operational ideas and implementing them to increase sales
* Checking and guiding the team members on their queries
* Organising company events

**Organization** - **Sai Service Agency Limited (Maruti Suzuki Car Dealership Company)**

**Designation-** Sales Consultant (Permanent)

**Industry Experience – Automotive**

**Period -** April 2005 – January 2006

**Responsibilities –**

* To make calls during the week; leading to the appropriate sales visit and expanding the current prospective customer database
* Proactive sales - constant interaction with customers
* Keeping track of the customer’s feedback and follow up
* Maintain and update customer database.
* Effective negotiation with the customers and target deals closed

##### Education

**Masters in Human Resource Management** from The Robert Gordon University in December 2007.

**Bachelor in Science** - **Specialised in Human Development,** acquired first grade from Mumbai University in June 2005.

**Higher Secondary Certificate,** acquired first grade from Maharashtra State Board in March 2002.

##### Technical Qualifications

Intermediate Computer Knowledge

People Soft

Microsoft Office

Navision

Open Text Content Server - Live Link

Encompass - Competence Management Software

##### Professional Membership

Associate Member of Chartered Institute of Personnel and Development (CIPD)