**First Name of Application CV No 1661010**

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**Profile**

Human Resources professional with more than 10 years experience in two Fortune 500 companies (Oil & Gas Industry, Automation Control Solution & a worldwide firm specialized in Global Mobility & Relocation) Expertise includes:

* Employee Benefits Administration - Global Mobility Management
* HR Project Management -Tenancy Management, Home Search & Settling-In Services
* Recruitment Administration -Employee Mobilization/On-boarding & Exit Process
* SOP Creation & Process Map Implementation -HRIS Management, PeopleSoft, SAP, Siebel, Oracle, Concur

# Career History

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# Honeywell International Middle East – Dubai, UAE (November 2010- June 2015)

**HR Operations Specialist (3 years) & Executive Assistant to the Regional HR Director (2 years)**

Supporting a business population of 2000+ employees in the ME region. Responsible for HR administration & Employee Mobilization/On-boarding & Exit Process, Recruitment Administration, HR Information System/record management.

* Maintained data bank of applicants, recruitment agencies, job description, arranged Pre-employment screening
* Managed mobilization / on boarding process for new hires, visa related process, settling in support for new hires
* Conduct employee induction, quarterly new hire orientation, training in expense management & Oracle application.
* Design SOP & process maps aligned to HR Policies to enhance productivity of HR Services in relation to verification letter issuance, usage of company corporate card, Demobilization/Exit process, Offer Letter Creation.
* Provide admin support to the HR Director & HR Managers in developing resource reviews & succession planning.
* Partner with HR Manager in delivering leadership training, Primary Manger’s forum & Quarterly HR Clinics.
* Managed service providers in relation to Mobilization, On-boarding, Corporate Events & HR related activities.
* Producing research documents, briefing papers, HR dashboard reports & presentations.

# SAP HR Administrator (6 months SAP Deployment Project)

Selected to be the HR representative to partner with Project Managers for the 2015 SAP Deployment Project.

* Integrated current HR Information System (PeopleSoft) into the new SAP application.
* Implemented process map currently used by Middle East HR and Finance team in conjunction with SAP execution.
* Given a special award in recognition of my contribution to the success of the SAP rollout in the Middle East region

**SIRVA INC. Dubai, UAE- Senior Global Assignment Consultant (February 2006 – October 2010)**

SIRVA Inc. is a division of a Global American Group of companies, delivery of local and global mobility consulting.

* Management of employee’s Home Search, Settling in Services, school placement mapping & Area Orientations
* Provide continuing support throughout an employee’s assignment. Organize Cross-Cultural & Language training
* Design SOP & process maps aligned to the diverse need of the company & their respective HR Professionals.
* Produce cost projection, research documents, and presentations. Initiate Tenancy Management
* Management of activities carried out by third party suppliers. Initiate surveys and participate in special projects.
* Recruited, inducted and trained over 40+ Relocation Consultants and new Global Assignment Consultants.
* Participated the sales force team, generate data & presentations to potential corporate clients.

**SHELL Iran Offshore Limited- Dubai, UAE- HR Admin Support (June 2003 – January 2006)**

Employed with Shell Iran Offshore Ltd., a project venture of Shell group of companies. My role involves administration support to HR function, Management of Employee Database, Maintenance of Personal Files, Medical and Insurance related task, Leave Management, Exit process initiation.

* Focal point for communications on visa, labor & health card, permit issuance and cancellations. Responsible for the successful transition of employee’s demobilization process. Handles company events.
* Management of Service Awards, Coordinate in organizing staff training, manage external communication with partners and vendors, issuance of company letters, employee claim verification
* Maintain regional and expatriate leave entitlement, generate periodic reports on cost, medical expiry, provide administration assistance in issuance if service work orders for Consultants.

**Hortash Drilling Company, Dubai, UAE- Office Administrator ( March 2001- June 2003 )**

Dubai based oil and gas trading company. As an office administrator my role involves in facility administration and support to HR function in relation to Recruitment activities & management of employee and service vendor database.

* Updated and maintained records of personnel information system and run standard and ad hoc queries
* Prepared various kinds of business related correspondence, communication with partners and vendors
* Maintained employee legal documents (visas, labor and health cards, permits, etc.)
* Assist HR Manager in developing job descriptions, Maintains an active and organized data bank of applicants for various positions. Organize intake and interview sessions. Prepares Job offer for the selected candidates.

**Skills**

* Compliance with HR Systems & Processes
* HR Operations & Administration
* Internal and external corporate Communications
* Global Mobility & Relocation, Tenancy Management
* On-boarding process mapping , New Hire orientation & induction
* Exit Process, HR Project Management
* Proficient in multiple computer applications: Human Resource Information System (HRIS)

People Soft, PS 2000, Service Engine, Oracle, - SAP (Beginner), Microsoft Office, Siebel

**Educational Background / Personal Information**

1988-1992- High School Graduate -ASMS LA SALLE, Cebu Philippines

1992-1997- Bachelor of Arts in Mass Communication- University of San Jose Reccoletos, Cebu, Philippines

Nationality: Filipino

Marital Status:        Married

Languages: Fluent in both English and Tagalog languages