HR Generalist / International HR Coordinator / HR Global Mobility Advisor with Extensive Accounting and Administrative Experience

More than 22 years of experience in the UAE with extensive HR, accounting and administrative capability.

I am a senior HR professional with over 14 years of oil & gas industry experience dedicated to developing positive employee relationships and exceeding global organizational and strategic goals. I am highly skilled and experienced in international HR, SAP-AP, SAP-HR, HRIS, benefits and leave administration, employee relations and investigations, immigration and labor law, employees relocation, compliance, HR information systems (HRIS), compensation, policy administration and processes, business partnering, training, and organizational development, managing the entire employment lifecycle for over 700 employees across Middle East, Africa, Europe, the UK, Canada and the United States

Advisor for business units, management and HR partners across Halliburton global operations with extensive accounting and admin/back office experience on SAP

Success to me is defined through perseverance, dedication, hard work and never giving up

My modus operandi: efficiency by responsiveness, delivering results, and remember to treat people how you want them to treat you.

Fluent in 4 languages – English, Russian, Spanish, Belarusian

EXPERIENCE

HR Global Mobility Advisor

*July 2013 – March 2016*

Halliburton World Wide Ltd, UAE

More than 14 years working with the world's largest oil field services companies with operations in more than 80 countries managing the whole employee life cycle for more than 700 employees worldwide.

*Key Responsibilities*

Trusted business advisor on all HR related functions and supporting recruitment requirements across Middle East, Africa, Europe, The UK and the United States

Ownership of employee lifecycle including deployment, on assignment, separations and repatriation/localization

Assist employees, management and HR business partners on the interpretation and application of policies and procedures, compliance and sharing best practices across the business

Ensure compliance with all organizational processes and policies by documenting exceptions and identifying corrective actions to avoid future non-compliances.

Primary point of contact for employees on queries relating to payroll, compensation, benefits, global mobility, and assignment-related issues

Serve as day-to-day contact and resource for stake holders, third-party vendors, and other personnel; deliver service utilizing deployment tools according to standards established by service level agreements

Utilize a deep understanding of the core business to proactively identify areas for process improvement and collaborate on solution implementation, resulting in improved efficiencies

Oversee relationships with various teams including government relations, real estate and destination services on all matters related to immigration, relocation, pre move shipping, and education assistance, employees benefits programs to ensure a positive deployment experience for assignees

Maintain all updates with regards to employee life cycle change and ensure data integrity on SAP, facilitating reports for compliance monitoring, audits and data clean up exercises

Recognition

*Recipient of multiple Halliburton’s ‘Applause’ Awards from various heads for HR support, exceptional service quality and ethical behaviour*

*Previous Role at Halliburton:*

*International Assignment HR Coordinator*

*July 2010 – July 2013 (3 years)*

*Key Responsibilities*

Provide support to over 500 expatriate and commuter employees worldwide

Generate all international assignment administration documentation necessary including offers of employment, employment contracts, assignment, warning, termination letters, settlement agreements, pay calculations and non-standard/ad hoc requirements

Coaching and counseling management regarding resolution of sensitive employee-related matters

Guide management and HR representatives on employment eligibility criteria and compensation

Assist assignees in resolving questions and queries pertaining to their assignment terms, compensation, benefits plans and other entitlements

HR data entry in SAP (non Payroll). Ensuring data integrity is maintained in the system. Preparing SAP reports for compliance monitoring, audits and data clean up exercises

Advise employees, the business and local HR on the interpretation of business practices, pay structures, policies, and international assignment processes

Responsible for resolving escalated issues for mobilized personnel throughout the life cycle of the assignment

*Achievements
- Successfully continued HR Admin/Support for over 500+ employees
- Promoted to Global Mobility advisor
- Applause Awards for HR support*

*HR Generalist*

*March 2008 – July 2010 (2 years 3 months)*

*Key Responsibilities*

Serve as a single point of coordination for international assignees, managers, and HR Business Partners (HRBP) in 15 countries of Asia Pacific and Eurasia Regions by delivering global mobility services

SAP

International assignment administration documentation

Employee mobilizations

Employee Benefits and payroll

Accountable for ensuring the completion of onboarding, pre-assignment and deployment activities for international assignees

Generation of Monthly Headcount report

Ensuring continuous data integrity on SAP

*Achievements
- HR Admin/Support for over 500+ employees
- Promoted to International Assignment Coordinator
- Built an excellent relationship with employees/PSL Managers/Business Partners
- Applause Awards for HR support*

*Accountant (Accounts Payable)*

*October 2001 – February 2008 (7 years 4 months)*

*Key Responsibilities*

Support the AP teams in Eurasia, Europe and Africa Regions

Train the AP teams in the locations and educate to comply with policies

Verify invoices against purchase orders issued and ensure the timely processing of vendor invoices

Enter invoice and cheque information in SAP

Verify bank account data and ensure payments are made on time.

Organize & prioritize daily / weekly payment runs

Reclass transactions in General Ledger

Ensure accurate processing of month end accruals

Making sure audit points are closed in timely manner

Conduct SAP & AP process training provision for newly hired employees

Achievements

*Played an instrumental role in conducting training programs in English and Russian on Filenet + SAP procedures to employees at Halliburton’s Kazakhstan offices*

*Received MVP award for the quality of service*

Executive Assistant & Office Manager

Dec 1999 – Sept 2001

Design Design LLC *(Dubai)*

A leading interior design consultancy and contractor for turnkey projects in Dubai since 1998

Providing office management and secretarial assistance to the managing partner and the team of designers and engineers

Preparation and support for all reports, flow charts, client presentations and correspondence

Overseeing administration of sales department including quotations, invoicing and project delivery timelines, pitches and travel requirements

Personal Assistant to Regional Operations Manager – Middle East

Mar 1998 – Sept 1999

Smith International Inc. *(Dubai)*

Former Fortune 500 company prior to its merger with Schlumberger in 2010

General Administrative duties including file management, specifications documentation, performance reports, employee expense report management, client appointment schedules, office management, travel management for manager and engineers, managing employee training programs and seminars

Maintaining product performance database system and building competitor analysis reports, supporting development of customer proposals with detailed product performance, cost analysis and graphs

Office Manager

Dec 1994 – Feb 1998

East Line Aviation LTD (Dubai)

Responsible for office administration, rate negotiation with agents, managing flights, import/export documentation and manifests for transit shipment as well as Cargo flight reports

Providing instantaneous English/Russian and Russian/English translation

*Early Experience*

*Sept 1989 – Sept 1994: Spanish and English teacher at secondary school, Belarus*

EDUCATION / CERTIFICATION

Certificate in Practical Accounting

Received 2006

Zabeel Cultural Institute – Dubai

Certificate in Business Administration

Received 1993

International Business School, Russian University in Moscow

Masters in English and Spanish

Class of 1988

Minsk State University for Foreign Languages

TRAINING SESSIONS

|  |  |
| --- | --- |
| International HR Training CourseDiversity & Inclusion Hazard Communications Substance Abuse AwarenessEnvironmental Awareness & Incident Reporting Ergonomics General Awareness​Code of Business Conduct |  |

Languages

Fluent in 4 languages – English, Russian, Spanish, Belarusian

TECHNOLOGY

Business: Office Suite, Windows/Linux, Android/iOS

Database/ERP: Oracle, SAP, SQL, Salesforce

Many other productivity tools and applications

**First Name of Application CV No:** **1668564**

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