**LILIA**

**LILIA.300410@2freemail.com**

**HUMAN RESOURCES & ADMINISTRATIVE PROFESSIONAL**

**Highly skilled and dynamic professional, having over ten years of human resources and administrative background with demonstrated capacity to provide comprehensive, executive-level support, as well as acquaintance with oil & gas industry. Proven track record of planning and executing office management undertakings, labour relations, recruiting, staffing, and assisting the development of optimal staff performance. Adept at developing and maintaining detailed administrative and procedural processes, improve accuracy and efficiency, and achieve organisational objectives. Highly focused and results-oriented in supporting complex, deadline-driven operations; identify the priorities and resolve issues in initial stages. Comfort with MS Office, Outlook, Visio, PeopleSoft (Oracle–Version 9.0) and Encompass.**

**AREAS OF EXPERTISE**

**Strategic Planning & Analysis | Executive Level Assistance | Performance Management | Training & Development Office Equipment Maintenance | Coordinate Office Activities | Recruitment & Retention | Problem Solving Skills Team Leadership | Clerical Expertise | Multi-Tasking Abilities | Project Management | Travel and Logistics Global Mobility | Proactive General Administration | Client Service |Good knowledge of UAE Labour Law**

**KEY ACCOMPLISHMENTS**

**Effectively contributed in developing and implementing work plan, standard operations, business processes, and agreements for international Global Mobility (Shared Services) with Human Resources, operations and global mobility management.**

**Ensured the usage of economical and costs effective method in sourcing & selecting crew for deployment, also mobilised crew by supervising Travel & Operations Coordinator with adherence to company policies and procedures.**

**Established database and filing system for personnel file; formulated and wrote checklists, procedure, and processes for mobilisation of employee, international visa arrangements, travel booking arrangements and employment needs.**

**Ensured the remittance of amount for the refunded and unused tickets back to company’s account in less than two months through consistent follow up with the travel management company in order to boost overall organisational performance.**

**Held the credit of training and coaching of team members to develop expertise in mobilisation of employees from point of origin to the country of deployment, employment and visa processes, travel booking arrangements and use of HRIS system.**

**EXPERIENCE & RESULTS**

**OCEANEERING INTERNATIONAL, Dubai, UAE 2005 – 2016**

**VISA & IMMIGRATION COMPLIANCE COORDINATOR 2016**

**Adeptly trained Global Mobility team members on the operational processes and business management system. Delivered effectual services to optimise the global mobility program; provision of clerical support to Global Mobility Visa &Travel Coordinators specific to global mobility and immigration policies and processes in Middle East, Africa, Europe and Asia.**

 **Ensured Global Mobility compliance with all immigration regulations including company immigration compliance policy, and also delivered projects in provision of global mobility strategic initiatives and process improvements.**

 **Executed, disseminated and monitored compliance with the company’s immigration compliance policy; assisted and guided all team members to become policy experts, particularly as they relate to complex visa and travel arrangements.**

 **Functioned closely with outside counsel nominated by the legal department on immigration matters including determination of appropriate visa and filing of necessary documentation with the relevant government agencies.**

 **Proficiently and promptly communicated with internal company regional functions such as legal department, HR, personnel, tax department and US Global Mobility Team on immigration aspects related to those functions.**

 **Liaised with local and international Visa Agencies on issues and services provided.**

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**OPERATIONS & ADMINISTRATION SUPERVISOR 2012 – 2016**

**Proactively participated in assisting the operations manager and running the asset integrity division’s routine operations and administration while taking decisions in absence of management and ensuring that company policies are adhered to. Directed operations and administrators, monitored preparation and issue of contractual paperwork including offer letters, contracts of employment, letter of assignment, confirmation of changes to terms/conditions, salary-related matters and termination letters. Supervised the maintenance of the human resources database and employee files in order to make sure the accurate and**

**confidential management of all employee details, including associated payroll process requirements.**

 **Adroitly sourced personnel as per project requirement, carried out crew selection from the pool of employees, as well as liaised with the functional managers with regards to their manning plan/requirement.**

 **Filled in all the crew requirements in West Africa, Middle East, Asia and Europe, also arranged visa including business visa, employment visa, and residence visa for employees being deployed in Middle East, Africa, Europe and Asia.**

 **Actively mediated with and provided effective support and assistance to project managers and supervisors on personnel performance management, and in making job analysis and job description for new hires and existing employees.**

**OPERATIONS COORDINATOR 2008 – 2011**

**Steered personnel transactions, such as new hires, promotions, transfers, and terminations, and prepared employment contract and other correspondence related to amendment of terms and conditions. Effectively coordinated competency test for employees, provided project invoices, payroll, compensation and benefits support for West Africa operations.**

**Administered all paperwork for overseas employees’ work permit/visa; monitored ensured the smooth running of crew changes and ensured employees have the necessary immunizations, correct flights itinerary and visa to travel.**

**Supported project management and assisted with day to day issues of the site operations; managed the maintenance of PeopleSoft database for asset integrity division and liaised with payroll department, received good audit result.**

**Guided new user(s) of PeopleSoft for HR database, and more overly delivered assistance in administrative activities within department, including obtained quotes for equipment requests received from site.**

**ADMINISTRATION ASSISTANT 2005 – 2007**

**Exclusively performed general secretarial support to the asset integrity division Vice President and Operations Managers which includes preparing correspondence and PowerPoint presentation, taking minutes at meetings, organise visa, travel & hotel accommodation, maintain a diary, liaising with clients, and coordinating with Oceaneering offices worldwide.**

 **Attended calls, while ensuring telephone cover provided at all times during working day. Acted as liaison and maintained open lines of communication among senior management, middle management and administrative staff.**

 **Executed other ad hoc tasks and undertake specific projects as directed by the upper management, managed HR PeopleSoft database and personnel files, as well as organised mobilisation &demobilisation of project personnel.**

**CAREER NOTE**

**PHILIPPINE LONG DISTANCE TELECOMMUNICATIONS ADMINISTRATION ASSISTANT 2004 – 2005**

**EDUCATION & DEVELOPMENT**

**Diploma in Human Resources Practice (Chartered Institute of Personnel Development), 2014**

**OAKWOOD INTERNATIONAL, Dubai, United Arab Emirates**

**Certificate in Human Resources & Administration Skills, 2008**

**NADIA TRAINING INSTITUTE, Dubai, United Arab Emirates**

**Diploma in Bachelor of Science in Business Administration, Major: Computer Information Science, 2004 LA CONSOLACION COLLEGE, Manila, Philippines**

**PERSONAL INFORMATION**

**Date of Birth: October, 17th, 1983, Gender: Female, Marital Status: Married, Nationality: Philippines**