**Joyce**

**Abu Dhabi**

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**---Career Summary**

I’m an experienced, multi-cultural Talent Acquisition professional with Hands on experience in all levels of HR activities, well versed in locating and securing top talent among various industries like Oil & Gas, Maritime, Retail and EPC Sector by leveraging numerous resources to achieve company goals by using multiple technology mediums to accomplish applicant pre-screening, interviews, and candidate selection for optimal utilization of new hire potential.

**---Professional Experience**

##### [*AlMansoori Specialized Engineering*](http://www.linkedin.com/company/138733?trk=prof-exp-company-name)*, Abu Dhabi, UAE.*

##### AlMansoori Specialized Engineering is the leading provider of oilfield services in the Middle East.  Founded in Abu Dhabi, United Arab Emirates, in 1977, the company has grown to employ a workforce of 3, 075 across 24 countries throughout the world.

##### Position: - HR & Administration Executive

**Years of experience: -** *Since May 2013 to till date*

**Duties & Responsibilities:-**

**Functional**

* Responsible for the **end to end recruitment process** within the assigned portfolio including **advertising, sourcing, interviewing and selection, approvals and offer management and negotiation.**
* Acting as recruitment partner for the business, advising business leaders on talent pools, recruitment policies and processes and provide insights on the current recruitment market.
* Provide credible and consultative advice and support to Line managers during the entire recruitment lifecycle.
* Responsible for the full recruitment lifecycle including **resource planning, sourcing, assessing and selection as appropriate.**
* Interview candidates for core competencies, leadership competencies, cultural fit and future potential.
* Integrates multiple points of data on candidates **(interviews, references, assessments, etc.)** to formulate an overall picture and consultatively provide a point of view to internal management.
* Ensure recruitment business practice is both implemented and adhered to and promote both quality and diversity throughout the recruitment process.
* Stimulated employees and contributed to the identification of opportunities for continuous improvement of selection systems, processes and practices, cost reductions and productivity.
* **Management of the offer process** – including providing up to date market information, and comparison data from recent hires in the business area.
* **Mobilize new employees**, including liaison with relevant departments to **arrange travel, visas and pre-employment medicals** etc...
* Provide practical support to all employees in all aspects of **on-boarding** and socialization acting as **the individual’s point of contact**.
* **Receive and process staff expense claims** like travel etc...
* Respond to queries regarding **employee pay and leave balances**.
* Receive and process **leave and annual ticket requests and ensure appropriate absence forms, medical certificates have been submitted**
* Contact applicants to inform them of; operations, facilities, benefits and job or career opportunities within the Company.
* Provision of regular commentary on direct recruitment activity to the Recruitment Manager to include sourcing analysis and the sharing of best practice.
* Maintain the agreed service levels with the business.
* Providing regular market information from both internal and external sources.
* Ensure compliance with all policies and accuracy in all related administration and **maintain the electronic and manual records** for employees including personnel files, payroll records, annual and sick leave records in an effective **departmental filing system**, ensuring all correspondence and certification is appropriately filed, ensuring strict security and confidentiality
* Governed candidate selection methodologies which included; **structured interviewing, psychometric testing and other forms of assessment** based on job requirements / organizational culture.
* Ensure **job descriptions are up-to-date**, relevant and fit for purpose.
* Promote AlMansoori image as the “employer of choice” to the local and global workforce.
* At all times ensuring quality service standards and quality of sourced candidates and that cost-effective strategies are utilized
* Answers, screens and directs incoming calls and unattended calls of the Division. Records message accurately & provide all relevant information
* Regularly during the working hours, collects and sorts out the incoming faxes, puts the Received Date Stamp and distributes it to the concerned persons. Responsible for faxes not related to Manpower to be forwarded to the concerned Division
* Takes dictation and types all general correspondences, ensuring accuracy as required
* Sends outgoing communication by faxes and emails as required & ensures the follows up/responds to all correspondences/messages
* Photocopies documents as and when required

Additional administrative and secretarial responsibilities for new projects.

* Maintains sound and healthy communication and relationship with all staff members of the Company and contacts outside the company

**Emiratisation**

* Drive and increase **Emiratisation** across the designated business areas, and work with the Emiratisation team to promote other initiatives such as trainee programs

**Employee Development**

* **Train, develop and mentor** the UAE National recruiters working in the portfolio team.

***Abu Dhabi National Oil Company (ADNOC Distribution) Govt Of UAE***

**Position: -** **Administration/HR Assistant (Aviation Operations Department**)

**Years of experience: -** 2011 - 2013

**Duties & Responsibilities:-**

* Coordinating all the administration activities of the Aviation Operations Department.(Abu Dhabi Airports Team)
* Ensuring that the employee’s different types of leaves are entered and monitored in the system.
* Usage of ERP Softwares Oracle HRMS module and Maximo for Purchasing modules and petty cash entries.
* Preparation of the Minutes of Meeting, and forwarding to the concerned departments.
* Drafting of all the memos related to different subjects in the department.
* Regular follow ups on the pending issues such as leave certificates/pending purchase orders etc
* Entry of Overtime and absenteeism in Oracle module for the staff and monitoring them according every month to submit the report at the end of every month.
* Scheduling meetings for Manager and maintain records of his day to day schedules .
* Regular follow ups on any pending issue that needs to be completed in the department.
* Ensure all HR administrative records are updated and maintained.

***Esma Indutraial Enterprise- Abu Dhabi***

**Position: -** **Administration/HR Assistant (Aviation Operations Department**)

**Years of worked: -** 2009 - 2010

**Duties & Responsibilities:-**

* Preparing quotations and submitting Technical &Commercial offers to clients.
* Purchase Order Acknowledgement
* Processing all the Sales Orders against the Purchase orders, Preparing local purchase orders for suppliers.
* Placing overseas orders and its regular follow-up.
* Preparation of local requisitions & imports enquiries
* Selection of prices from the price list.
* Delivery and Payment follow-up.
* Usage of ERP Software ORION, in purchasing module.

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**---Education**

* **Master of social work (M.S.W)** from Kerala University.
* **B.A Communicative English** from Mahatma Gandhi University**.**

**---Key skills:-**

* Well Versed with UAE Labor Law.
* HR and Administration Course Completed from Nadia Institute of Training in March 2008
* Well Experienced with ATS like Taleo, Sniperhire, etc..
* SAP implementation Team member.
* A good awareness of current HR best practice.
* Ability to do multi-task within a demanding and fast paced environment.
* Expert with Social media recruitment like Facebook & LinkedIn.
* Excellent communication both written and verbal.
* Proficient working knowledge of accounting software like Photoshop, Microsoft Office systems, Microsoft word, Excel, PowerPoint.

**---Personal Information**

Date of Birth: - 21/-08/1982

Sex- Female

Marital Status- Married

Nationality: - Indian

Languages Known: - English, Malayalam, Tamil, Hindi and basic Arabic.

Holds valid UAE driving license.

**DECLARATION**

*I hereby declare that all the above presented facts are true to the best of my knowledge and belief.*