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| Raphael Raphael.367501@2freemail.com **Human Resources Management | Personnel Administration | Talent Acquisition | Coordination & Documentation in Corporate Sectors** |
| core24x24icons Key Skills

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| HR Operational Process |
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| Talent Acquisition |
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| Employee Relations |
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| Travel Arrangements |
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| Reports and Presentation |
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| Confidential Correspondence |
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| Liaison & Coordination |
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| Meeting Agendas |
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| People Management |
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 | Strong organizer, motivator & decisive leader with successful track record of directing major operations from original concept through implementation to handle diverse situations |
| knowledge24x24icons Profile Summary |
| * A competent professional with **over 9 years** of experience with over 5 years in HRD and Personnel Administration in diversified areas such as Manufacturing and Construction business; presently designated as Personnel Officer with Archirodon Construction, Egypt in the Regional Office reporting directly to the Regional HR Manager
* Spearheaded operations as a HR Generalist with rich expertise in various facets of HR, including Talent Acquisition, Organization Capability Building, Employee Cost, Performance Management and Training & Development
* Hands-on experience in delivering sustained organizational growth in dynamic environments, establishing structure, building employee value, driving vision and achieving critical strategic goals
* Proficient in facilitating smooth implementation of HR policies for manpower planning, performance management system, recruitment, selection, induction, orientation and development of new employees in the organization through career and succession planning
* Proficiency in maintaining the warmth and cultural heritage of the company, while also developing the same in keeping with evolving work ethics & dynamic market scenarios
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| softskills24x24icons Soft Skills | career24x24icons Career Timeline |
| Collaborator  Communicator  Planner Change Agent  Motivational Leader  Thinker  | **JET Associates, Jeppiaar Steels, India** Team Leader (Electrical O&M) **Engineer**Since 20122007-20092006-2007**JET Associates, Jeppiaar Steels, India** Relationship Officer **Archirodon Construction Co. S.A., Egypt** Personnel Officer  |
| edu24x24icons Education | * **Master of Business Administration (HR & Marketing)**

Sathyabama University, Chennai, Tamil Nadu, India in 2009* **Bachelor of Engineering (Electrical & Electronics)**

Sathyabama Engineering College, University of Madras, Chennai, Tamil Nadu, India in 2004 |

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| exp24x24icons Work Experience**Mar’12 till date** | **Archirodon Construction (Overseas) Co. S.A.****Personnel Officer in North Africa Regional Office, Cairo, Egypt****Roles:** **HRM*** Leading Human Resource Generalist functions for employee business unit, including training and on-boarding, performance management, retention & development and benefits
* Working with management to source, select and hire qualified candidates to fill vacant positions using cost-effective techniques and in accordance with company policies, procedures & processes
* Forging quality relationship with external recruitment agencies with a resultant increase in quality of hire and a reduction in hiring time
* Optimizing most cost-effective throughput from the channel mix of resourcing; ensuring a right mix of hires through all source with end-to-end design of Recruitment Campaign in Asian countries
* Communicating with candidates to identify & resolve discrepancies between agents/candidates
* Preparing Interview Appraisal Summary Sheets, including CV summary & required salary to be submitted to interested Managers for evaluation and forwarded to Regional Manager for approval and maintain the records
* Prepares accurate Employment Offers in line with current HR Procedures
* Managing induction process in all the functions involving an introduction with Finance, Admin, IT & Facilities with the new joinee
* Prepares and follows-up with Managers to complete probationary evaluation for all new employees in the Region
* Managing critical HR-related aspects including employee transfers & relocation from site to site/office, internal restructuring of multiple positions and new employment/visit visas, renewal & related issues
* Visits regularly the projects/sites to inform on existing or newly introduced HR policies/systems, discusses and receives feedback for HR related issues
* Managed and supported the performance management process & system using a consolidated and standardized format
* Worked on various HR activities such as organizing of work/living space for new employees, administering leaves of absence, co-op separation process and employee medical insurance & pensions

**Personnel Administration*** Collecting information from sites to generate Quarterly Manpower Budget/Current estimate Report, Monthly Manpower Rolling Forecast Report and Quarterly Exit Questionnaire Reports
* Establishes and maintains the required information in each individual new hard copy personnel file & AHRIS and ensures it is updated as and when required as per the company policies & procedures
* Initiation of the settlement process & verify the settlements for employees going on leave (Leave Settlement), permanently transferred to other sites (Transfer Settlement) and employees who resigned and terminated (Final Settlement)
* Monitoring files pertaining to employee Personal information, Indemnity, Leave & Air Ticket Settlement calculations as well as Pension employer-employee contributions; ensuring accuracy & suggests necessary updates
* Arranging air tickets of employees for business trips, engagement & vacation; administering the hotel accommodation of employees for business trips, and maintaining invoices for the tickets
* Liaises with Personnel Officers on site and regional office during mobilization and transfers of employees to ensure that hard copy of personal files is received at the correct site and information in AHRIS system are up to date
* Ensures that any additions/modifications to any policies & procedures as advised by Regional Human Resources Manager are reflected in the hard copy files/AHRIS
* Assists & supports the Personnel/Admin Officers on sites/projects in various issues whenever required
* Collaborates with Quality Dept. to ensure adherence to Quality Standards & IMS

**Significant Achievements:*** Simplified the exit process documentation by consolidating Termination/Resignation Report across the region
* Champion for Change through the implementation of AHRIS software application, including data entry, accuracy & completion, employee number management & activation, issue of code range and data transmission of Personal & Contractual information as required by sites
* Streamlined payroll processing through regular payroll checks and verification for Regional Office Personnel
* Ensured end-to-end implementation of Olympus Retirement Pension Scheme including individual account management, collection & consolidation of Reports, correspondence with Finance Dept.

**JET Associates, Jeppiaar Steels, Chennai, Tamil Nadu, India***Growth Path/Deputation**Jan'06–May'07: Relationship Officer* *Jun'07–Dec'09: Relationship Officer & Team Leader (Electrical O&M)***Significant Achievements:*** Managed the erection, predictive & preventative maintenance program and drove continuous line improvement
* Maintained building and support services
* Minimized downtime & failure rates and maximized productivity; led plant maintenance function supporting operations
* SPOC for manufacturing operations focusing on preventative maintenance, troubleshooting and problem resolution
* Strong Knowledge of Windows, Microsoft Office™ Tools & Adobe Acrobat
* A Study on Customer Preferences among various Popular Asset Management Companies, ITI Financial Services Limited, Chennai, India – MBA Project
* Multi-Parameter Measurement System & Control, Maas Tech, Chennai, India – Engineering Project
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| **Jan’06-Dec’09**IT SkillsAcademic Projectspersonaldetails24x24icons  |