CAREER SUMMARY

* 28 years’ experience in Administration, Personnel Logistic / HR Executive, progress reports, payroll time-sheet. 14 years’ experience in UAE in offshore and onshore Admin/logistic.
* Responsible for conceptualization Manpower Allocation and Planning system and payroll/planning yard offshore timesheets process.
* **Achievements: Smooth and cost effectively mobilized and demob personnel offshore and onshore for various clients i.e. Saudi Aramco, ADMA, Shell Qatar, Qatar Gas, Qatar Petroleum, Reliance, RasGas Qatar, etc. of McDermott to the fully satisfaction of client and PMT.**
* Responsible for conceptualization and streamline the in-house US visa procedure and process.
* Keen commitment to knowledge sharing and development of Junior Staff/Colleagues at McDermott.
* Managing Teams and coordinating with various departments/personnel with different and nationalities, ethnicity and cultural backgrounds
* Dedicated, sincere, ethical and smart working culture.
* An independent and self-motivated professional, able to grow positive relationships with clients and colleagues at all levels.
* Analyzing and problem solving the grievances of onsite/offshore colleagues promptly.

EXPERIENCE

**April 23rd 2006 to May 05th 2020.**

Company: **MCDERMOTT MIDDLE EAST INC., U.A.E.**

(*leading engineering, procurement, construction and installation (“EPCI”) company focused on executing complex offshore oil and gas projects worldwide).*

Projects/Clients: **Hook-Up and Commissioning Projects for:**

**Dolphin Energy Ltd / Rasgas / Qatar Gas /**

**Maersk Oil / Shell/NFPS Qatar – Qatar Projects**

**Reliance Energy Ltd. - India**

**ADMA-OPCO - Abu Dhabi - UAE**

**Saudi Aramco – KSA,**

Designation: **PRINCIPAL ADMIN EXECUTIVE**

**Responsibilities:**

***Onshore Assistance:***

* Major contribution was responsible for conceptualization MAPS (manpower allocation and planning system) for crew scheduling and data maintaining.
* Major contribution was easing methodology for calculating, processing and sending offshore time reporting to payroll/planning yard offshore.
* Manpower identification from PMT.
* Requesting manpower details from Fabrication Yard Dept. and HSES/Subcon/QC and other depts.
* Maintain manpower list to track passport/visas/trainings prior mob and update/action accordingly.
* Collecting and scanning passports and seaman books from HR / Fab. Office for applying LOI and visas.
* Crew / Vessel scheduling thru Manpower Allocation and Planning Systems (MAPS) application.
* Applying LOI and thereafter arranging visa stamping. Arranging Qatar Business/seaman visa. Permanent residence, etc.
* Follow up on all mandatory pre-mob trainings, ERT training, JCC certification. Welders qualifications/“Fit to work certificate”/ QG Permit to Work” approvers coordination with clients
* Arranging HSE offshore trainings for PMT staff / Engineers prior mob.
* Mobilizing personnel offshore by arranging flights bookings (raising TA’s), transportation, gate passes, accommodation in KSA, etc.
* Guide craft personnel specifying/ instructing precautionary measures on personnel movement while travelling offshore.

***Offshore Assistance:***

* De-Mob of personnel from offshore by arranging flights bookings (raising Travel authorization), transportation, gate passes, accommodation in project specific countries, etc.
* Also maintain manpower list of offshore personnel to track passport/visas/trainings expiry and action accordingly.
* Arranging visa hops/visa extension of personnel offshore well in advance of expiry dates to avoid fines
* Assist in preparing daily timesheets of yard employees working offshore and sending them daily to project planner and same to payroll for process on weekly basis.
* Raising ITERs for laptops, sim cards, for offshore use.
* Any other assistance for offshore personnel.

**June 2001 to April 19th 2006**

Company: **Mastek (Majesco) Limited, India –** (a World Class IT Solutions Company)

Designation: **Senior Executive – Human Resources**

**Responsibilities:**

* Major contribution in HR dept. on the company manual for travelers, `US Travel Handbook’ which consist of 3 sections i.e. pre & post departure, working and living in USA. Streamline US visa processing and stamping
* Handling all US visa formalities.
* Filing of H1- and L-1 visas for US travel
* Arrange stamping of all US visas for our employees and their spouses.
* Coordinate and arranging travel (to and fro) and accommodation for employees travelling to US.
* Collection of relevant necessary documents, such as passports, testimonials etc from the candidates.
* Computation of the US salary and issue of US offer letter with joining to the employees travelling on work visa.
* Co-Ordination with USA office for the following activities:
	+ Joining formalities for employees travelling to US payroll.
	+ Preparing letters with respect to deputation
	+ Forwarding payroll transfer details to US office.
	+ Arrange travel Itinerary.
* Responsible for conceptualization and streamline the in-house US visa procedure and process
* And all other routine HR work.
* Follow up & Issuance of various letters for Emp. – transfer/confirmation/promotion, etc.,
* Birthday card distribution and organizing company events/monthly meetings, team outings
* Maintaining the DU global mailing list.
* Preparing Appreciation letters/certificates.
* Preparing on-request letters.
* Maintaining of Marriage and Stock visits details of emp. for Organizations monthly magazine.
* Filing of documents.
* Formatting of resumes as per company requirements.
* Maintaining and updating employee details reports in the SAP Module.
* Assisting the monthly meeting and all fun activities of the organization.

**April 1999 to May 2001**

Company: **Her Highness Sheikha Latifa Faad Al-Salem Al-Sabah -**

W/o. His Highness Crown Prince & Prime Minister of State of Kuwait - **Sheikh Saad A. Al-Salem Al-Sabah**

Designation: **Assistant Secretary to the Secretary of HH.**

**Responsibilities:**

* Corresponding with clients (local & abroad) and Contractor’s.
* Arrange and co-ordinate meetings for Her Highness with contractor’s, suppliers and clients.
* Maintain proper filing system.
* Organize travel arrangements for Her Highness and other employees.
* Assist the Secretary in all other routine secretarial and office work.
* Assist Store-Keeper in maintaining records of goods (Furniture, Ceramics, and Fabrics) received from suppliers (foreign and local) and verify it as per order.
* Proper indexing and data maintenance of records & inventory in spreadsheets and MSWord format.

**April 1996 to May 1997 (Phase I - onshore/offshore)**

**October 1997 to Feb. 1999 (Phase II - onshore/offshore)**

Company: **ENRON Oil & Gas (India) Ltd., Bombay.**

Designation: **Senior - Administrative Officer**

**Responsibilities:**

* Prepare Onshore Yard construction activity report at L&T yard, Surat, India and cc-mail (data transfer) same via Win95 program to Head office (Houston) as well as regional office at Bombay on a daily basis.
* Maintain daily records of various. Fit-ups / Weld-Visual / Radiography and various others report of the fabrication work carried out in the yard.
* Co-ordinate administrative work between ENRON and L&T.
* Maintain systematic time-keeping for all employees.
* Prepare and orderly filing of correspondences between Enron / Clients/ Vendors.
* Proper filing of all incoming and outgoing documents, reports, inter-office memos & faxes.
* Also, sort out and orderly arrange all the projects drawings received from Head-office, John Brown Engr. Bangalore or from L&T Yard / Bombay.
* All other routine office work.

**October 1992 to April 1994 (Contract Completion)**

**August 1994 to March 1996 (Contract Completion)**

Company: **McDermott-ETPM EAST INC., U.A.E.**

**(Worldwide Energy Services provider).**

Designation: **Senior - Admin Officer (Barge Clerk)**

**Responsibilities:**

* Compute daily barge progress reports of day-to-day activities & transmit it to base office through CC-Mail (Dos prog.).
* Maintain daily employee’s timesheets, co-ordinate personnel movements and other related documentation between barge and base office with agents or with various vessels in the field.
* In addition, maintain systematically customer’s correspondence as well.
* Receive, Compile & Transmit information through A.R.Q. Radio-Modem-PC System for telex communication and also communicate through Telephone & telefax to/from base station.
* Attend and use for communication various types of radios - SSB, VHF, UHF & AERO-VHF (for helicopters).
* Provide office assistance to engineering managers and all engineering employees. Attend department and discipline manager’s calls.
* Liaise with all operating departments on various project and departmental issues.
* Prepare and maintain weekly, monthly & quarterly Man-Hour reports for all projects.
* Maintain change log summaries.
* Maintain all project summaries.
* Maintain training summary record of all personnel in the engineering department.
* Maintain overtime payments (Ensure overtime is submitted by the 15th of every month. Advice HR & maintain overtime payments and check if all employees are paid on time).
* Maintain stock of stationary, PPE, etc.
* Maintain and update - Library / Vendor data reference books.
* Maintain records of all computer related software / hardware allocations.
* Ensure all employees submit their timesheets on time.
* Weekly timesheets and prepare time sheet reports.
* Updating the manning Report.
* Prepare & update organization charts.
* Prepare & maintain the engineering bid support Man-Hour Reports.
* Typing and generation of spreadsheets.
* Maintain electronic filing system and register.
* Archiving hard / soft copy files of completed projects and bids.

**October 1991 to September 1992**

Company: **M/s. Gazebo Hotels & Resorts (P) Ltd., Mumbai**

Designation: **Computer Operator / Accounts Asst.**

**Responsibilities:**

* Update daily various books of accounts (Sales, Purchase, Bank/Cash register etc).
* Compile & compute daily a track record of bills, invoices/challans.
* Compute outstanding remittance figures collected daily from various branches and also have monthly update of same.
* Work out a systematic track record of raw materials/stock.
* Follow-up and Negotiate timely payments from suppliers.

**June 1990 to September 1991**

Company: **M/s. Bimetal Bearings (P) Ltd. (Mumbai Region).**

Designation: **Computer Operator / Office Clerk**

**Responsibilities:**

* Data entry daily invoices sent and received.
* Daily update of sales, purchase, cash/bank books and ledger posting.
* Prepare weekly summary of Bank Reconciliation Statements. Follow up of payments due from suppliers.
* Handle various correspondences of clients and suppliers (purchase order, payments / quotation request, etc.).



EDUCATIOn

* Bachelor of Commerce from Bombay University in 1990
* Diploma in Computer Basics from Bombay Management Association

professional affiliations

None

training & certifications

* Knowledge of SPORTS & SPMAT system for requesting project material
* Knowledge of MAPS (manpower allocation and Planning systems)
* Computer skills include: SAP, Microsoft office 2003.
* Completed a Typing Course in 1987
* Personal details - DOB: 07th March 1968 / Indian / Email address: dsouzapaulm@yahoo.com
* Contact details: 00971 503762610 /0509378847 / 04-2568052

Note: Job Loss due to Reduction in Force during the COVID-19 situation.

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