

# SYED K. MUSTHAFA

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## Profile:

I am Syed Musthafa, an innovative HR professional with 14 years of experience in managing all aspects of HR Functions, Manpower Planning, Recruitment (Screening CVs & Conduct interview), Mobilization & Manpower Administration (Payroll, Timesheet, Vacation, Travel & Short time assignments).

**Function & Department:** Human Resource, SAP, Recruitment, Training & Administration.

**Location's Worked / Supported:** Saudi Arabia, UAE, Oman, Europe, China, Japan and India.

**Industry:** Oil & Gas, Refinery, Drilling, Offshore, Platforms, Jackets, Terminal Facilities. Aramco.

## Summary:

- Experience in Oil & Gas Industry & IT and BPO Companies.
- Experience in Onshore, Offshore & Design Offices.
- Expert in New Project & New Office Setup with lesser than the planned budget & with good ROI.
- Recruit & manage the HR team for all Project Locations (Global - Gulf, Europe & Asia).
- Knowledge in Engineering & Technical Certifications and International Visa & Travel Process.
- Worked in multiple countries with many different nationalities & manpower recruitment.
- Experience in SAP; Processing Payroll, Travel Order, Expense Reports, Timesheet & Leave.
- Awarded for Best Performance, Successful setup of new office, Recruitment & Training.
- Certification in Microsoft Office - Word, Excel & PowerPoint & Certification Fire Fighting & First Aid.

## Projects Handled – Recruitment, Training & Admin Support (Payroll & Admin)

### ARAMCO – Offshore Projects Department (OPD) & Fabrication Division (FD)

- 28 Jackets in MARJAN, ZULF, RBYN & SAFANIYA - **750+ Employees**- Oman & India. **(1 New Site Office)**
- ZULF Three (3) PDMs with Associated Pipelines & Umbilical Cables - **1000+ Employees**- KSA & UAE.
- 11 BRRI Replacement Pipelines. - **1000+ Employees** - KSA & India.
- HSBH & ARBI FIELDS 3 GAS PDMs Associated Pipeline & Umbilical. - **1000+ Employees** - UAE, KSA & India. **(2 New Office's)**
- SAFANIYA Four (4) Decks Platform & Subsea Pipelines. - **1000+ Employees** - UAE, Saudi & India. **(2 New Site Office's)**

### ARAMCO – Yanbu Aramco Sinopec Refining Company Ltd (YASREF)

- SP-3 - Product Handling (Sulfur & Coke) - **1000+ Employees** - Saudi & Italy. **(1 New Office)**
- SP-7 - NGL Offshore Terminal Facilities (Pipeline) - **1000+ Employees** - Saudi & USA
- HGU - Hydrogen Generation Unit. - **1000+ Employees** - Saudi & Germany
- Closeout Projects Division (Tank & Refinery Products) - **2000+ Employees** - Saudi & China

## **BPO & IT Projects**

- Project Marine - UK BPO Process Project - **500+ Employees (6 New Site Office's)**
- Project Oasis – Gulf IT Project - **500+ Employees (New Company)**

## **Experience**

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**Sr. HR Executive – Reporting to VP/ Division Manager, June-2017 to December-2020.**

**ARAMCO–Offshore Projects Department (OPD) & Fabrication Division (FD), UAE & KSA.**

- Point of Contact for all correspondence for Saudi, UAE, Oman, China & India Team.
  - Coordinate with Saudi Aramco, Aramco Overseas & Aramco Asia offices for Projects Resource requirements & Manpower Mobilization.
  - Conduct interviews by coordinating schedules; arranging travel, lodging and further process.
  - Processing Timesheet, Overtime, Vacation & Travel details in Aramco SAP system.
  - Handle Visa / Passport / Travel and other coordination for employees.
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**HR Admin – Reporting to Division Manager, June-2012 to December-2016**

**Yanbu Aramco Sinopec Refining Company Ltd (YASREF), Yanbu, Saudi Arabia.**

- Coordinate with Saudi Aramco & Aramco Overseas for Projects Resource requirement & Manpower Mobilization.
  - Conduct interviews by coordinating schedules; arranging travel, lodging and further process.
  - Human Resources management for Saudi Aramco Employees on Seconded Assignment, Chapter 8 & 16 assignments.
  - Processing Timesheet, Overtime, Vacation & Travel details in Aramco SAP system.
  - Handle Visa / Passport / Travel and other coordination for employees.
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**HR & Admin Manager – Reporting to Managing Director, July-2010 to May-2012 - Niyamath Solutions.**

- Provide HR and Administration Support including HR Payroll Administration & Operations.
  - Prepare recruitment materials and post jobs to appropriate job boards/newspapers/colleges etc.
  - Screen Candidate's job applications and conduct interviews.
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**HR Recruiter – Reporting to Manager, July-2006 to June-2010 - Firstsource Private Limited, Chennai, India.**

- Recruit new Staff's for the new Site Office's & Processing Timesheet & Salary for the Team.
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.
- Screen Candidate's job applications and Conduct interviews.

## **Other Details**

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Education : Bachelor of Computer Science (B.Sc), Bharathidasan University, India.

Languages : English, Arabic, Tamil & Hindi.

Date of Birth : 16 November 1987.

Passport No : U2738749, Date of Issue: 20/01/2021 Date of Expiry: 19/01/2031