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| **Allister Dsouza****Human Resource Generalist / Supervisor** |
| **Mobile Phone:** +971 50 8100 806 **Birth Date :** 23rd February 1981**Nationality:** Indian **Residency Visa status** : Company provided work visa**Email Address:** allister.d@gmail.com **Driving License status :** UAE issued  |

**Professional Experience**

**August 2018 – February 2020 3Core Oilfield Services**

**Human Resource Supervisor Location:** Dubai, United Arab Emirates **Industry:** Oil/Gas

3Core Oilfield Services DMCC is a mid- size drilling contracting company that has had huge experience in drilling operations, maintenance and management for various projects all over the CIS and Middle East Region. In the last 05 years, the company has carried out testing and commissioning of new build jackup RIGs, repair, refurbishment and upgrade of older jackups in the region.

Chartered the full management and manpower contracts for 02 separate jack up RIG projects (150 Employees on each project) for expat and local crew in the CIS region, one in Turkmenistan (full Management contract) and the other in Azerbaijan – Baku (startup project).

* **Facilitated Talent Acquisition for a startup project comprising of 60 off shore crew** – Established manpower contracts; subsequently communicated project guidelines and expectations between subcontractors and RIG owners.
* **Cut travel spending budget by 20%** for off shore RIG crew
* **Recruited officer level staff** – as consultants for short-term timeframes to meet key project timelines.
* **Conducted ISO 9001 standard job description** revisions and updates on all positions over 2 departments at Dubai head office
* **Structured a mobilization plan** **for personnel** (with key contracted personnel on the ground in Baku) – for the complete work force staffing of all essential RIG crew personnel from the start to the end of the project.
* **Systematized full demobilization plan** of all essential personnel from Turkmenistan project over a 14-day timeframe.
* **Establishment of Freezone LLC Company** - assisted company management in preparing all groundwork, business plans company website and bank a/c opening etc. key to the new company setup.
* **Facilitated tendering & bidding process** of all new company projects with various Oil and Gas drilling clients. (ADNOC etc.)

**August 2016 – July 2018 Strata Drill Oilfield Services**

**Human Resource Manager** **Location:** Dubai, United Arab Emirates, **Industry:** Oil/Gas

At Stratadrill Oilfield Services, we provide project management support for Jackups and Semi Submersible RIGs in the Middle East Region. With a vast experience in this region for almost 15 years; the company carried out some of the biggest manpower / management contracts in the Oil and Gas sector.

After 03 year of managing crew changes for the company – promoted to the role of HR Manager for Head office in Dubai and 04 MODU projects in the Persian Gulf region. Responsible for the full deployment of all essential crew for the tenure of the management contracts approximately 400 – 450 crew).

* **Managed and revamped the full recruitment process**, candidate screening, interviewing and liaising with outsourced agencies.
* **Oversee the recruitment of highly specialized consultant staff** with assistance of Senior Technical team; sucessfully hired consultant staff for office and RIG base to meet vital project deadlines.
* **Carried out a full RFQ process for subcontracted manpower contracts** of junior RIG crew for all 4 MODU’s.
* **Remodelled the HR policies**, disciplinary / councelling process and procedures etc. contracts of employment for all of the RIG crew (subcontractors and employees alike).
* **Drastically cut payroll / compensation and benefit packages** for all personnel by more than 10% for each crew member on the 04 RIGs thereby increasing the financial viability of the management contracts.
* **Setup an Employee grevience committee** consisting of Company manager and other line managers on a weekly basis (via skype) to address ongoing shortcomings with regards to salary, crew change, procurement of materials and manpower delays
* **Created a partial payment scheme for each management contract –** as a result of geopolitical scenarios, partial payment scheme was created with the backing of company board to allocate limited payment for all RIG crew personnel and allied suppliers
* **Setup of HR database** for all RIG crew and Head office staff in Dubai; recording, maintaining and monitoring attendance to ensure employee punctuality for Dubai Head office & crew management on the RIG.
* **Organized all training for the Senior and junior RIG crew** regarding relevant HR processes, policies and procedures / Technical certifications. Administered the training matrix and thereby communicating same to manpower suppliers thereby providing industry essential training / mandatory offshore safety to contracted crew.

**May 2013 – August 2016**

**Human Resource Lead / Crew Change coordinator**

Headed the crew deployment of Senior and junior crew on 04 jackup RIGs while also ensuring that all crew certification is up to date.

* **Revamped onboarding cycle** for office in Dubai and OFF shore personnel; issue employment contracts, negotiating salaries with candidates. Source worldwide off shore crew whenever needed to fill in vacancies conduct initial screening of shortlisted applicants before endorsing to technical managers for final interview.
* Oversee the C&B benefit enrollment for each employee by coordinating with finance to ensure all employees’ benefits, insurances etc. and communicating any discrepancies / grievances directly with employees.
* **Setup of the HRM** **system** thereby ensuring that all personnel files and crew certification are up to date and readily available
* **Engineered cost effective travel** for crew joining and departing assigned vessels to meet crew change schedules and keeping company overheads to minimum.
* **Created and developed partnerships** with visa and travel authorities in the country of operations by overseeing the timely issuance of visas and quickly resolving any concerns resulting from delays of the same.
* **Chartered skills development framework** – changes in management contract led to a gap in skill sets of 50 active personnel. An agreed 4-month timeframe with clients to cover this gap was tabled. Minimized exposure by organizing T&D for the all.

**June 2010 - May 2013 Fluor Government Group**

**Senior HR Generalist Location:** Dubai, United Arab Emirates, **Industry:** Government / Defense

At Fluor Government Group (FGG) our function was to provide technical and project expertise as a leading defense contracting company to the U.S. Government. FGG has been providing such logistical support for the military for over 70 years in various conflict regions around the world.

Designed the function of the HR Dubai Employee assistance team; managed a group of four other subordinates to have full work transparency over 24 hours a day 7 days a week.

* **Train (5000 employees approximately)** on compensation and benefits information, manage benefits process, ensuring all employees are aware of benefit entitlement and update as and when changes occur.
* **Modification of policy development and documentation** implementation of new OH&S policy for employees and deliver training accordingly.
* **Executed Situation Reporting** of weekly and monthly trends in Health & Safety performance and presented the same to country management and head office in the U.S.
* **Revamped the personal assistance program** – single point of contact for all companies’ workforce sent to Dubai due to personal medical condition (personal injury, work related or hostile action) being a liaison between Dubai hospitals, U.S. & local medical insurance providers and employee’s family members.
* **Setup a travel fund for employee’s families in Dubai** – with country management approval an emergency fund was put in place for contractors undergoing vital healthcare treatment in Dubai. Fund covered for family members travel and lodging in Dubai.
* **Developed strong partnerships** with company vetted healthcare providers in Dubai to create seamless transition from employee’s meet, greet at airport, processing (medically), and travel home. Drastically cut a 14-day process to 5-day.
* **Part of the employee safety task force** – monitoring the repatriation

 **July 2007 - May 2010 Holmesglen Institute of TAFE**

**Assistant Project Manager Location:** Manama, Kingdom of Bahrain, **Industry:** Education / Training

Holmesglen Institute of TAFE is one of the largest technical and vocational education institutions in the State of Victoria, Australia. The project revamped the technical vocational education system in the Kingdom of Bahrain. Subsequently a pilot education curriculum in the Secondary school system launched for 03 years by benchmarking it against the local established system.

* **Setting up of office cubicles and workstations in 10 days** for project head office team at the Ministry of Education premises in Isa Town, Project team A (boys school) and Project team B (girls school) – Bahrain for the duration of the project.
* **Carried interviews with higher secondary school students** – to gauge interest of the students to be part of this innovative project
* **Conceptualize and Deliver induction** for new employees & stakeholders involved in the course implementation.
* **Coordinated and lead assigned crucial development projects and activities** and act as a central point of contact for the Project team, Ministry of Education development Team and the Economic Development Board.
* **Created electronic filing** of key project documentation including, but not limited to, work plans, budgets, strategy etc.
* **Manage program budget** and track on going spend.
* **Organized a professional development experience** for key faculty members – Organized travel & accommodation for a 15- member team to Australia – Melbourne.

 **October 2005 – May 2007 EFI International**

 **(Doha Asian Games Organizing Committee) Location**: Qatar, **Industry**: Event Management / Training

EFI International is an innovative Australian human resources and project management company operating in the Middle East, Asia and Australia. Its head office is in Adelaide, Australia. EFI International contracted to create the 15th Doha Asian games volunteer & workforce-training program for the Games events. The volunteer program that began in 2004 envisaged the training for almost 45000 games employees and volunteers.

Provided administrative and training support to the Project manager during the Asian and West Asian games in Doha, Qatar.

* **Established office systems** and processes to ensure the smooth operation of the project manager’s office including paper and electronic filing systems and providing efficient central administration services to any remote team members.
* **Management of Project Budget** by supporting the project manager by raising of purchase orders, updating of systems and development of spreadsheets to track expenditure.
* **Carried out a professional development** course for all of the games workforce committee (Volunteers and Paid)
* **Assisted in delivery of on-site training sessions** and workshops for all personnel associated with the Doha Asian Games organizing committee – other project leads, site managers, volunteers etc. (consisting of 2000+ workforce)
* **Editing Training Material** Assist project leads & content developing team in Australia to edit training material that was the backbone for all training delivery for entire workforce of the Asian Games Committee.

**February 2004 - July 2005 Intelenet Global Services**

**Training Officer Location:** Mumbai, India, **Industry:** BPO, Retail/ Call Center

Intelenet is a large global Business Process Outsourcing player, committed to delivering our client’s strategic goals and helping in enhancing, broadening, and deepening the relationship to add value.
At the time backed by Barclays Bank (UK), Intelenet are a 55,000+ people organization spread across 66 global delivery centers across USA, UK, India, Poland, and Philippines; supporting 100+ clients in over 50 languages.

Inducted in august 2003 as a Customer Service Representative then promoted to Training officer for the company and Retail Business processes it supported (such as AT&T, British Rail, Household Credit card services). 500 – 600 employees trained over 1 ½ years.

* **Designed and developed training sessions** and content based on both the department's and the individual's needs.
* **Created and conducted a customer feedback survey program**
* **Conducted audit** of both in-house as well as external trainers.
* **Undertake recruitment** of customer service representatives for various in house retail business units.

**Education**

**Bachelors of Commerce - Degree in Business Management**

St. Xavier's College of Arts, Science and Commerce

Location: Goa - India

Completion – August 2003

**Under Graduate Degree Program in Aeronautical Engineering**

At Wichita State University, Kansas – United States

Started in August 1998