
Profile Summary

An HR generalist with proven expertise in various industry domains, including 3+ years of experience in Oil & Gas, Construction and trading. A tech savvy by process transformation to workflows and automation, ensuring cost optimization by eliminating repetitive tasks and manual interventions.

Experience

2018 – PRESENT

Human Resources Administrator/ Naser M Al-Baddah & Partners Trading Company, Abu Dhabi

- Leading a number of Business Transformation Projects, including SAP HCM, Positive Time Management and enhancing Data accuracy in SAP Master Data.
- Develops and maintains a human resources system that meets top management information needs.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Bridge management and employee relations by addressing demands, grievances or other issues
- Work closely with the Project Control Department & Stake holders, understand staffing requirements and develop mobilization and talent management strategy to achieve overall organization and divisional business goals
- Taking multiple change initiatives, transition & transformation projects from current to future business operations to achieve maximum efficiency
- Monitoring the absenteeism of employees; supervision and evaluation of reports & taking necessary actions
- Evaluating and facilitating continuous improvement; showcasing skills in auditing the administrative processes, practices in projects and suggesting scope for improvements
- SPOC for PR (Public Relations) departments with reference to employee Gate pass applications
- Adherence to IMS policies / procedures / standards for Projects
- Leading the End to End manpower demobilization as per the project requirement
- Leave Administration
- Leading role in managing Remote resources
- HR data analysis and reporting

PREVIOUS EXPERIENCE

NOV 2017 – APRIL 2018

Jr. Administrator/ Software Incubator, Kerala

DEC 2016 – MAY 2017

Tr. Administrator/ Intelnet Global, Kerala

Area of expertise

- Expert in HR operation
- Expert in SAP HCM & O365
- Time Administration
- Project coordination & Administration
- Expert in employee relation

Education

2013 - 2016

Bachelor of Commerce/ Mahatma Gandhi University, Kottayam , Kerala

2016

Certified IT & Cloud Architect (CITCA) / CMS Institute, Ernakulam, Kerala

2017

FIELD TECHNICIAN COMPUTING AND PERIPHERALS FROM ROOMAN TECHNOLOGIES/ Rooman Technologies, Bangalore

Personal Details

Date of Birth: 27th May 1996

Languages Known: English, Malayalam, Hindi, and Tamil

Address: Vaikkethethu House, Chengannur PO, Alappuzha, Kerala, India

Sony Varghese
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