Mansoor Ahmed

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# **SUMMARY**

Over twenty-seven (27+) years’ experience in the field of ADM/HRM talent acquisition and talent sourcing for the region of Gulf Countries, hands on and result driven with extensive experience in full recruiting life cycle for corporate using best-in-class talent sourcing, apart from as Human Resources Generalist from current and previous organization.

# **SPECIALAZATION**

* Talent Acquisition and Retention
* Volume Recruitment
* Compensation and Benefits
* Applicant Tracking Systems
* Policy and Procedures
* Administration
* Vendor Managements

# **EXPERIENCE SUMMARY**

**Organization : JGC Gulf International Co. Ltd.**

Period : Feb-2009 to 31-Otober-2020

Designation : Senior Human Resources Administrator (Local & International Recruitment)

Job Location : Al-Khobar, Kingdom of Saudi Arabia

Company Industry : Engineering, Procurement & Construction

Duration : Feb-2009\_Oct-2020

JGC Corporation was founded in 1928 as Japan's first Engineering Contractor. Since then, JGC has carried out approximately twenty thousand projects in Japan as well as overseas, in Asia, Middle East, Africa, South America and East Europe. JGC established JGC Gulf International Co. Ltd., in the Kingdom of Saudi Arabia to expand its presence by executing multimillion-dollar EPC Projects, over thousand staff working in JGC Gulf International Co. Ltd., as of August-2020.

Roles and Responsibilities

* Consult with Managers on overall hiring process, planning and implementation of recruitment strategies and to attract top talents.
* Responsible for recruiting both permanent and contract candidates.
* Responsible for leading or assisting with special projects and/or process improvement efforts as needed.
* Responsible for conducting pre-employment check prior to the candidate joining and work closely with Human Resources for offer and orientation process.
* Responsible for End-to-End recruitment and selection process for interns and fresh graduates.
* Responsible for submitting and tracking all applicants through the Applicant Tracking System.
* Handling End to End recruitment by coordinating with International and Domestic vendors.
* Study the visa and other Government procedures in the country of candidates engaged and the country of assignment, to advise the vendor according and mobilize the candidates on time, aligning to the project schedule or the requirement.
* All the formalities and operations of the staff from the date of mobilization to the date of demobilization to be monitored, controlled and advised the concern department personal to take action according to fulfil staff assignments requirements.
* Compensation and benefits process for the staff.

Key Skills:

* Motivating subordinates to achieve the objective.
* Ability to analyse the problem, find solution and implement them.
* Planning workload to meet each task deadline.
* Active Listening - Giving full attention to what other people is saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
* Speaking - Talking to others to convey information effectively.
* Writing - Communicating effectively in writing as appropriate for the needs of the audience.
* Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job.
* Coordination - Adjusting actions in relation to others' actions.
* Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
* Time Management - Managing one's own time and the time of others.
* Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
* A hard-working individual, committed to accomplishing duties with thorough professionalism and dedication.
* To pursue challenging job where-in I can use my existing skills and overall knowledge and achieve both Personal and Organizational goals.
* I bear good leadership and team building skills, and am able to work efficiently with multicultural work forces.

PAST EXPERINCE:

**Organization : JGC Arabia Ltd. - PETRO-Rabigh Olefins Plants Project**

Period : June-2006 to December-2008

Designation : Human Resources Administrator

Job Location : Rabigh, Kingdom of Saudi Arabia

Company Industry : Engineering, Procurement & Construction

Duration : Jun-2006\_Dec-2008

Roles and Responsibilities

* HR Administration
* Personnel Management
* Time Management
* Compensation Administration
* Reporting Staff Movement
* Visit Visa Control

**Organization : Netherlands Airport Consultants - Dabbagh Group Holding Companies**

Period : November 1999 - May 2006

Designation : Administrator

Job Location : Jeddah, Kingdom of Saudi Arabia

Company Industry : Civil Aviation-Airport Consultancy, Planning, Development, Special System,

Design, Engineering & Project Implementation

Duration : Nov-1999\_May-2006

Roles and Responsibilities

* Site Office Manager
* Personnel Management
* Time Management
* Business Communication
* Compensation and Benefits
* Site Allowances
* Reporting Monthly Financial Statement
* Iqama (Resident Permit) & Visit Visa Control
* Airport Security Passes

**Organization : Saudi Cable Company QA Corporate - SCC Group**

Period : March 1994 - October 1999

Designation : Administrator

Job Location : Jeddah, Kingdom of Saudi Arabia

Company Industry : Manufacturer

Duration : Mar-1994\_Oct-1999

Roles and Responsibilities

* Administration
* Administration QA
* Organizational Design/ Development
* Document Management

**Organization : Mangalore Steel Traders**

Period : June 1990 - March 1994

Designation : Office Manager

Job Location : India

Company Industry : Trading

Duration : Jun-1990\_Mar-1994

Roles and Responsibilities

* Office Management
* Time Management
* Business Communication

# **ACADEMIC PROFILE**

* Bachelor of Arts

# **WORK METHOD**

* Integrity - Honest, loyal and ethical.
* Stress Tolerance - Accepting criticism and dealing calmly and effectively with high stress situations.
* Leadership - A willingness to lead, take charge, offer opinions and direction.
* Dependability - Being reliable, responsible, dependable and fulfilling obligations.
* Initiative - A willingness to take on responsibilities and challenges.
* Self-Control - Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Adaptability/Flexibility - Being open to change (positive or negative) and to considerable variety in the workplace.
* Concern for others - Being sensitive to others' needs, feelings, being understanding and helpful on the job.
* Cooperation - Being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Persistence - Persistence in the face of obstacles.

# **PERSONAL DETAILS**

Nationality : Indian

Status : Married

Languages Known : English, Urdu, & Arabic

# **REFERENCE**

Available on request

**More details kindly refer LinkedIn profile:**

<https://www.linkedin.com/in/mansoor-ahmed-6a015124/>