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**Fadi Abou Ibrahim**

Kuwait | +965 97209484, UAE | +971 (50) 4427107 | [fidoai11077@gmail.com](mailto:fidoai11077@gmail.com)

**Career Summary**

An HR and Administration leader with 20+ years of experience in delivering excellence in End-to-End HR and Administration full-cycle solutions at Functional and Project levels across EPC Contractor and SCMPEI Subcontractor.

Experience covers Construction, Oil and Gas, Industrial Projects, Facility Management, Structural Fabrication and Equipment Sales & Services industries; and spans across the UAE, Kuwait and Iraq.

**Work Experience**

**Petrofac International**

**Senior Field Administration Manager (HR & Admin)** – Kuwait **May, 2015 – July, 2021**

**Project: Lower Fars Heavy Oil – $4.3bn Client: Kuwait Oil Company**

* Lead a team of 20+ professionals across multiple geographies and assume accountability over Field Administration Services including Operation & Maintenance of Camps and Site Facilities, Catering, Transportation, Security, Ticketing, Payroll and Mobilization/ Demobilization of Personnel
* Manage (08) Subcontractors and Service Providers with a total headcount of approx. 700 personnel to deliver Catering, Camp O&M, Transportation, Medical, Security and Manpower Supply Services. Activities include invoice payment certification, audits and day-to-day management
* Championed the set-up, operation and liquidation of a 1200+ Pax Camp Capacity. Executed (02) camp expansions and full demobilization/ re-mobilization campaign due to Covid. Succeeded in demobilizing 700+ personnel in a record 3 days schedule while providing alternative staff accommodation
* Succeeded in meeting the aggressive project mobilization requirement by sourcing and mobilizing a total of 1000+ personnel throughout a 4 years project construction, commissioning and O&M phases
* Established a positive liaison with the Client and acted as single point of contact to all Field Administration Activities
* Lead the Scope of Work Development, Contract Preparation, Negotiation and Award of (04) Subcontracts for the Camp Catering, Operation and Maintenance, Transportation, Security and Manpower Supply. Succeeded in achieving a saving of $ 2.6M on the assigned budget

**Kharafi National**

**Human Resources Head** – UAE **Sep, 2010 – Apr, 2015**

**Major Project: IGD – Habshan-5 Process Plant – $6.85bn Client: GASCO (Tecnimont / JGC)**

* Headed the HR department at the Functional and Project level. Lead a team of 30+ professionals, in charge of HR Services including Sourcing / Mobilization/ Demobilization of Personnel, Employee Relation, Performance Appraisal, Promotions / Increments, L&D, Operation & Maintenance of Camps, Catering, Transportation, Security
* Sourced and Mobilized 10000 + professionals at all levels (Labor to Manager) within the project’s mobilization plan. Organized aggressive interview campaigns. Simultaneously having 14 different interview teams over 5 countries and 7 agencies
* Volunteered to take over the project HR/ Administration activities of Habshan-5 project in addition to the Functional roll and assumed accountability over a 12000 persons Camp and Site services including, O&M of Camp, Catering, Transportation, Security, and Security Passes
* Represent HR as a speaker in the monthly C – Suit Management meetings.
* Championed the Lessons Learned exercise for HR Department

**Human Resources Superintendent (Team Leader)** – Kuwait **Oct, 2004 – Aug, 2010**

* Lead a team of 4 professionals for delivering Functional HR service to the Oil & Gas business line (9000 + personnel) including Sourcing / Mobilization / Demobilization of Personnel and Employee Relation. Executed the Performance Appraisal / Promotions / Increments exercise for blue color personnel
* Developed the Company List of Penalties in accordance with the Kuwait Labor Low
* Represented the Company in the counseling and negotiation sessions to suppress the tensions and aggression generated within a group of 1500 + labors of 2 different nationalities, due to cultural differences, causing riot and fighting within the labors. Coordinated with the respective Embassies to successfully dilute the threats and convince the staff to resume duty.
* Participated in the business interface process during the development and implementation of the Oracle ERP system

**Human Recourses Officer** – Kuwait **May, 2002 – Sep, 2004**

* In Charge of the recruitment of blue color personnel ( Labor, Tech, Forman ) covering all business units including Oil & Gas, Facilities Management, Equipment Division, Fabrication Workshops, Commercial Construction, and STP.
* Preparation and verification of Employment agreements and offers.
* Conducted orientation for newly joining employees.
* Independently setup the HR department at Basra – Iraq during the opening of new Company office in 2003 and handed over to the respective team.

**BS Computers**

**Assistant Office Manager** – Dubai, UAE **Sep, 2001 – Apr, 2002**

* Assigning Daily tasks for the maintenance team
* Attending costumer requirements
* In charge of company vehicles and staff transportation

**Education**

**Excelsior College** – New York, USA **Sep, 1997 – Sep, 2001**

Bachelor of Science in Business Computer / Management

**Languages**

Fluent in English, Arabic Native Speaker

**Personal Profile**

* Date Of Birth: 1st Oct 1977
* Marital Status: Married
* Nationality: Lebanese
* GCC Residency (Valid): Kuwait & UAE