

**A Multi-skilled HR Professional with 10 years of enormous experience in the various gamut of a fast paced HR environment in the O & G Industry with a special focus on the Talent Acquisition.**

Proven Expertise in Talent Acquisition & selection matrix, manpower planning, resource planning, budgeting, on boarding, training & development, employee relation and payroll management of 1000+ manpower.

Proficient in using ATS, Job Portals, Social Recruiting, Headhunting, Niche recruitment, executive search, C-suit recruitment and bulk hiring as per the business requirement of the Organisation.

Professional Competencies Include HR Best Practices, HR Leadership, Talent Acquisition, Talent Management, Workforce Planning, Employment Contract Management, HR Logistics, HR Policy, Process & Systems Design, HR Governance, Organization Management, HR Budgeting, HR Service Delivery, Employee Relations & Compliance, Disciplinary & Grievances Management, Organizational Development, Staff Coaching & Mentoring, Employee Performance Improvement, Compensation & Benefits Management, HR Transformation, HR Process Blueprinting, Shared Services Model.

The recruitment exposure is spread across various industries viz. O&G, General Construction & maintenance, Facility Management, Manufacturing, Retail and IT.

### **Professional Path**

**May 2016 – Oct 2021 – Naser M. Al-Baddah & Partner for Gen. Cont. Co. L.L.C, UAE**

The group is into diversified business lines Viz. EPC, Oil & Gas, MEP & HVAC, Ready-mix, NDT & Technical Services, Manufacturing, Heavy Fabrication & Machining, Painting & Insulation Services, Logistics, Trading, Retailing, Hotels, Entertainment and Management Consulting. The group operates across Kuwait, UAE, Saudi Arabia, Qatar and India.

**Role: Administrator – HR – Talent Acquisition & Onboarding**

Initially hired in the Shared Service operation in India to develop the Shared Service Team which caters the requirements of the entire group. The role involves establishing the entire HR activities & business operation from the scratch. Set up 3 Operation centers in India (Cochin, Mumbai and Hyderabad) that caters the business requirement of the Head office in Kuwait and Regional office in UAE. The Team involves the experts from the field of Procurement, Estimation, IT, Finance & HR.

After successfully establishing the Indian operations, I got promoted to the Regional office in Abu Dhabi where I was assigned to the roles such as;

- Creating, developing and successfully implementing the Recruitment & Mobilisation policy of the Organisation for various projects.
- Developing Job Descriptions as per the project requirement and ISO norms.
- Identifying the suitable candidates within the organization for the immediate and mid project requirement as a succession plan.
- Sourcing, evaluating and shortlisting the right candidates using variety of Sourcing methodologies and select them with the help of respective Technical Heads.

- Organising Mass hiring from India, Pakistan & Nepal through Recruitment Agents and from local recruitment consultancies as per the project requirement
- Designing Job Posting to post in various Job Boards and News Medias.
- Vendor development in relation to the talent acquisition.
- Conducting Psychometric Assessment of the shortlisted candidates.
- Salary Negotiation, closing out and Offer creation.
- Visa Processing up to site mobilization.
- Joining formalities & Induction
- Training Coordination as per the ADNOC requirement
- Employees Facilities & logistics Management.
- Employee Relation & Grievance Management
- Performance Management & reward management
- Payroll Management.
- Employee Engagement

### **Achievements**

- Mobilized more than 50 % of the manpower of the active projects even during the COVID crisis by developing a contingency mobilization plan and quick action.
- Single handedly handled the mobilization of 100+ Drivers & operators and technical staff for the Equipment Division from the local market.
- Successfully Completed the mobilisation of 1500 Manpower for an O & G construction project with ADGAS
- Currently handling the recruitment & mobilisation of 3 Projects of more than 1000 Manpower for various ADNOC projects.
- Closed out niche positions in the O & G industry which required client approval.
- Recruitment using ATS system called Open Cats.
- Developed the shared Service Operations for the entire Group.
- Participated the Talent sharing project of the Indian & UAE Govt. under NSDC program and recruited 25+ young talents.

### **Feb 2014 -May 2016 – Jerry Varghese International Ltd-. India**

Jerry Varghese International Ltd is one of the Leading Recruitment Consultants in India which is providing the recruitment services for the reputed clients in various part of the world.

#### **Role: Recruitment Coordinator**

I joined in Jerry Varghese in 2014 to take care of the recruitment activities for the Project Division which caters the clients from the O & G, power, general construction and facilities management. During my tenure with JVI I was able to work in different verticals like manufacturing, retail and project division.

- Taking care of the Hardcore recruitment of Blue Color category for various reputed client in the GCC market
- Sourcing for the mass recruitment campaign using various tools to attract blue color labor as per the client requirement
- Take part in the salary negotiation of blue color candidates
- Client management

- Providing necessary recruitment reports as per the requirement of the management.

### **Achievement**

- Conducted 25 successful large recruitment campaign with multi clients and 200-500 candidates with a success rate of 80%
- Well experienced in implementing and the usage of ATS system called 'HireCraft'
- Selected as one of the internal trainer for the HireCraft system in the organization.

### **Oct 2010- Jan 2014 – Joyor Business Solutions -Kerala**

Joyor Business Solution is an RPO center of SEEKERS one of the UAE's leading HR, Outsourcing, Management and Marketing consulting firms.

### **Role: Sr. Recruitment Consultant**

I hired as the first employee of Joyor Business Solution to accomplish the recruitment projects of SEEKERS. We were handling the Executive search for the various reputed companies in GCC region in which my role was to,

- Handle the executive search using various Job portals like Naukri Gulf, Monster Gulf, Bayt, Gulf Talent etc.
- Handle multi clients in the GCC countries from multi industry by closing out the niche positions through Social Recruiting
- Take care of Head hunting for Sr. Positions.
- Develop the recruitment team in the offshore office which involves recruiting, training and maintaining the team of new recruiters.
- Identify and develop the potential client and maintain the business relation with the stakeholders.
- Prepare and present various reports to the management to understand the trends in the industry that helped them to take critical business decisions.

### **Achievements**

- Developed the RPO office of Seekers Recruitment Services Dubai
- Recruited, Trained and developed the team of Recruiters for the successful achievement of Organisational Business goals.

### **March 2009-August 2009 - SPICE HR4U -Kerala**

Spice HR4U is a Management Consulting firm which is specialized in the implementation of ISO & QMS in various organizations.

### **Role: Training & Development Consultant**

As A T& D consultant I was taking care of the organizational study and restructuring of the various small to medium organization. The role involves the below

- Conducting the Organization study for the clients to implement the QMS and ISO
- Developing Process charts and process flow to identify the optimum work flow of the client

organisation

- Restructuring the Org Chart for the effective modification of the reporting structure.
- Implementing the newly developed Process flow in the client organisation to establish the QMS
- Train the Client and its manpower on the newly developed process.

### **Achievement**

- Conducted Organisation study in Surabhi Marbles Angamaly for the implementation of ISO.

### **Success Stories**

- Handling the Recruitment & Mobilisation of 3 Projects for the ADNOC project
- Handled the Recruitment of 1000+ Manpower for 5 projects in the O & G industry
- Developed Job Descriptions for various roles in the organization
- Developed a Well Presented Recruitment Tracking System for the Management Reporting
- Developed the Shared Service team in India which was supporting the Parent Company operations in Kuwait Head office and Abu Dhabi Regional Office.
- Handled the UAE Visa processing from various countries like India, Nepal and Pakistan.

### **Core Skills**

- Manpower Planning & Budgeting
- Recruitment & Onboarding
- UAE Visa Processing & Mobilisation
- ADNOC related Norms & Training requirements
- Head Hunting of C-suit roles
- Executive Search & Mass hiring
- Expertise in using job portal such as Naukri Gulf, Monster Gulf, Bayt, Gulf Talent etc.
- Well Versed in Social recruiting
- Expertise in Boolean Search
- Expertise in using ATS systems HireCraft & OpenCats
- Salary Negotiation & Closing out
- Sophisticated and strategic Offer Generation
- Preparation of Recruitment & Mobilization Reports
- Employee Relation & Organisational Development
- HR Policy Development

### **Educational Qualification**

Masters in Human Resource Management (MHRM)	-	2008
Bachelors of Arts in Economics	-	2006

**References: furnish upon request**