# Sabu Cleatus

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**Skill Summary:-**

* Proficiency in handling and supervising office administration activities.
* Over 13 years of experience in manpower recruitment, planning and office administration.
* Familiar with recruitment procedures.
* Expertise in compiling data & preparation of various reports.

**Employment Details:-**

Company: **AL Yusr Industrial Contracting Co., Jubail, Saudi Arabia. –** [**www.aytb.com**](http://www.aytb.com)(A Petrochemical Construction and Maintenance Co. with 5500+ workforce)

Period: 18 May 2008 to present

Position: Senior Administrator **- HR/Personal/ Recruitment/Training.**

**Carried out all Supervisory functions, Personnel & Administration of more than 5300 Employees and Recruitment activities in the Human Resources Department of the Company. I have more than 14 Years’ experience in HR field, and having experience in administration, human resources programs and policies including staffing, compensation Calculations, benefits Calculations, immigration Procedures, Employee relations, training, and Evaluation procedures. I would like to work with your esteemed company and i am sure, i can use my skill and proficiency for the welfare of your Company.**

***Duties and Responsibilities included the following:***

* Preparation of scheduled vacation and flight ticket for employees.
* Preparing employment contract for new employees.
* Conducting induction and training for new employees.
* Preparing personal action sheet for employees.
* Preparing medical referral and Insurance for new employees.
* Organizing interviews locally and internationally, scheduling the candidates, planning itinerary, and arranging the necessary visa and accommodation for interviewers.
* Arrange telephone interviews with the short-listed candidates directly or through the agent as directed by the end user/client. Clarify queries of the selected candidates and negotiates with them on salary and other terms & conditions. Follow-up with the Candidate & Agent for completing early pre-employment of medical examination and required documentation, facilitating immediate visa processing and deployment.
* Arrange air tickets for the incoming recruits through travel agents in their home countries.
* Preparation of offer letters for selected candidates.
* Liaising with recruitment agents by regular follow up on visa requirements, status of recruits & replying to various queries raised by recruits.
* Arranging familiarization and orientation programs etc. for new recruits.
* Coordination of data gathering and statistical analysis for manpower related requirements.
* Receives, verifies and forward to Accounts Department the invoices received from the agents towards the recruitment fees, incoming air ticket, advertisement, and trade testing, etc after taking approval from the Manager.
* Arrange paperwork for family residents/visit/business visas and correspond with the concerned agents and Embassies in the respective countries.
* Monitoring the employee attritions, various reasons and providing necessary feedback to HR Director.
* Assisting the management in recruitment of skilled and semi-skilled workers and assigning/transferring them to the respective sites as per requirement.
* Coordinate with site supervisors on various issues.
* Keep track of employee data and attendance records.
* Maintaining visa records for the valid block visas (issued, authorized, arrived, balance with the agents, balance for authorization, country wise, category wise, etc.)
* Inform Camps the approx. number of recruits expected to arrive in coming months well in advance. Advice camp by memo the arrival dates of the recruits with the name, position, and project/division once the arrival schedule is known.
* Prepare and send visa authorization documents for the required number of visas to the agents, after the attestation of these documents from the Local Saudi Recruitment Agency, Saudi Chamber of Commerce, Ministry of Foreign Affairs and Embassies of the concerned countries as required according to each country’s requirement.
* Supervise and direct overall activities of staff assigned
* Assisting the **Manpower Resource Manager** in the day-to-day administration activities as:
* Preparing the manpower standby status report.
* Scheduling the employees for safety orientation and photo session.
* Mobilization of employees to shutdowns and various other projects.
* Coordination with client to fulfill the manpower.
* Preparation of scheduled vacation of employees.
* Preparation of timesheets for the Overhead.

**Qualification Details:-**

* MA Bed from Kerala university
* Degree from Kerala University
* Diploma in computer applications
* Oracle system -ERP
* Air Ticket from Kanoo
* Member of Toast master International.
* Immediate President of Periyar Toastmaster Club

**Hobbies:**

Conduction seminars

Coordinating programs

Anchoring Programs

Singing Song

**Personnel Details:**

Father : Sabu Cleatus

Permanent Address : Alappuzha, Kerala- India

Marital Status : Married

Date of Birth : 14- 04- 1973

Passport No : M3696305

Date of Issue : 07-DEC-2014

Date of Expiry : 06-DEC-2024