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| Name : | Mohamed Ehtisham |
| Title (Job) | Office Administrator, Sr. Site Administrator , General Administrator ,Camp Services in Oil & Gas Industry, Construction, Road & Bridge, Marine Field  |
| Father’s Name | Mohamed Habib  |
| Date of Birth: | 06.06.1982 |
| Citizenship Africa MobIndia MobE-Mail | Indian+249 011474721+91 9900955182ehtishamm22@gmail.com |

**OBJECTIVE**

*To work for an established expanding company where my skills & work experience will have a valuable application & will contribute to the growth and success of the company.*

## Employment Summary

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| **Employing organization** | **Period** | **Position Held** |
| **Star Contracting Oil & Gas LTD - South Sudan Africa** | **From Mar-2019 to till date** | **Site Administrator cum Camp Manager** |
| **Mercurymena - Qatar** | **From Jan-2018 to Dec-2018** | **Office Administrator** |
| **Carillionalawi PDO Oil & Gas Projects – Oman Muscat** | **From June-2014 to Dec-2017** | **Recruitment Officer & Manpower Coordinator** |
| **Galfar Engineering & Contracting – Oman Muscat** | **From Dec-2005 to May-2014** | **HR Assistant** |



# Employment record & Job Description:

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| **Detailed Job Description** | **Assignments**  |
| * End to End Administration support to all other Operation department
* Managing clerical or other administrative staff
* Responsible to Maintain and handle the personal files and records pertaining to employees’
* Closely liaison with PRO in regards to immigration process, labor visa & work permit , cancellation and other ministry related issue
* Communicates with relevant agencies to produce travel itineraries for business trip and employee event
* Liaising with the client for any project related materials permission and obtaining the same.
* Initiating separation process, booking ticket arranging separation employee’s full & final settlement
* Coordinating with sub-contractor invoice claims requisition and other related issues.
* Organizing, arranging and coordinating meetings
* Orientation for new arrivals and Coordination for Completing Joining Formalities Internally and with
* Ministries as well.
* Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
* Attendance management, preparing verifying attendance timesheet of employees on monthly basis, send to HR for Payroll run.
* Handling site Account and expenses and billing cycles
* Manage & strictly taking disciplinary action against misconduct employees, issuing warning & Termination letter as per local law.
* Preparing daily manpower status report and send to Sr. Management.
* Generate a daily report that identifies employees whose absences have exceeded their leave & entitlements.
* Leave management, preparing leave schedule and providing all information to HR dept
* Ticket booking and make sure that the airport drop and pickup should be arranged for leave proceeding employees
* Manages reception area and looks after visitors
* Maintains Stationary stock lists and orders office supplies as needed
* Manages staff expense requests
* Coordinating with concern person for arranging accommodation for Staff and Labor
* Managing various reports and correspondence
* Reporting to HR & Admin Manager
 | **Working as Site Administrator cum Camp Manager****Star Contracting Oil & Gas****From March 2019 to till date.****(Client - GNPOC & GPOC)****Functional Skill** * Administrator Support
* Employees Affairs
* Travel Management
* Attendance Management
* Time keeper
* Camp Services
* Mess Services
* Manpower handling
* Site Accounts
* General Admin
* Leave Management
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# Employment record & Job Description:

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| **Detailed Job Description** | **Assignments**  |
| * Initiating separation process, booking ticket arranging separation employee’s full & final settlement
* Conducting exit interview for Resignation employees and coordinating with CEOs office for clearing the exit documents.
* Liaising with the client for any project related materials permission and obtaining the same.
* Manage the manpower deployment & allocation through HRMS to site as per requirement
* Coordinating with sub-contractor invoice, claims, requisition and other related issues.
* Orientation for new arrivals and Coordination for Completing Joining Formalities Internally and with Ministries as well.
* Responsible to Maintain and handle the files all information and records pertaining to employees’ visa, work permit process, personal files requirement and other related documentation.
* Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken
* Maintaining & keep updating fleet details
* Handling site petty cash, stationary management
* Manage & strictly taking disciplinary action against misconduct employees, issuing warning & Termination letter as per country law.
* Transportation supervising arrangement as per requirement for work site.
* Preparing daily manpower status report and send to Sr. Management.
* Generate a daily report that identifies employees whose absences have exceeded their leave & entitlements.
* Leave management, preparing leave schedule and providing all information to HR dept, for
* Ticket booking and make sure that the airport drop and pickup should be arranged for leave proceeding employees
* Looking after end to end employee’s relation.
* Administration support to all other concern department
* Arranging accommodation for Staff and Labor Camp services, smooth run of Camp
* Managing various reports and correspondence.
 |  **Office Administrator – Jan 2018 to Dec -2018****Mercurymena – Irish Based – MEP & Constriction Projects -** **Functional Skill** * Office Administrator Support
* Employees Affairs
* Travel Management
* Attendance Management
* Visa Processing
* Leave Management
* Manpower handling
* Exit Formalities
* New Joiners’ Orientation
* Ticket Booking

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# Employment record & Job Description:

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| **Detailed Job Description** | **Assignments**  |
| * Handling End-End Recruitment &Mobilization Process
* Sourcing resumes through job consultants and internal references
* Coordinating interviews, both personal and telephonic
* Preliminary screening of candidates through personal / Tele-interviews
* Scheduling interviews/Tele-interviews, and scheduled walk-ins for both local and out
* Liaising with recruitment agents for formalities required for manpower recruitment, like
* Demand letter, power attorney and agreement preparing.
* Follow up of feedbacks/responses from the candidates, preparing the offer letters.
* Verification calls to confirm the earlier employment and reference check call
* Providing weekly reports on the recruitment status to the top management.
* Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
* Having periodic review meetings with the hiring managers and group heads to discuss the status and plan strategies.
* Orientation for new arrivals and coordination for completing joining formalities internally and with the ministries.
* Closely liaison with PRO in regards to immigration process, labour, visa & work permit, cancellation and other ministry related issue.
* Managing various reports and correspondence
* Also coordinating and assisting in selection of Workers categories in various disciplines including trade tests.
 |  **Recruitment Officer & Manpower Coordinator** **– June 2014 to Dec -2017****Carillionalawi UK Based - OIL & GAS & Constriction Projects - Oman Muscat****Functional Skill** * Recruitment Coordination
* Manpower Mobilization
* Employees Affairs
* Coordination with Recruitment Agency
* New Candidate Documentation
* Visa Processing
* Leave Management
* Manpower handling
* New Joiners’ Orientation
* Ticket Booking

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# Employment record & Job Description:

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| **Detailed Job Description** | **Assignments**  |
| * Manage the manpower deployment & allocation through HRMS to site as per requirement
* Responsible to Maintain and handle the files all information and records pertaining to employees’ visa, work permit process, personal files requirement and other related documentation.
* Closely liaison with PRO in regards to immigration process, labour, visa & work permit , cancellation and other ministry related issue
* Liaising with the client for any project related materials permission and obtaining the same.
* Initiating separation process, booking ticket arranging separation employee’s full & final settlement
* Conducting exit interview for Resignation employees and coordinating with CEOs office for clearing the exit documents.
* Coordinating with sub-contractor invoice, claims, requisition and other related issues.
* Orientation for new arrivals and Coordination for Completing Joining Formalities Internally and with Ministries as well.
* Attendance management, preparing verifying attendance timesheet of employees on monthly basis, send to HR for Payroll run.
* Transportation supervising arrangement as per requirement for work site.
* Maintaining & keep updating fleet details
* Handling site petty cash, stationary management
* Manage & strictly taking disciplinary action against misconduct employees, issuing warning & Termination letter as per country law.
* Preparing daily manpower status report and send to Sr. Management.
* Generate a daily report that identifies employees whose absences have exceeded their leave & entitlements.
* Leave management, preparing leave schedule and providing all information to HR dept, for
* Ticket booking and make sure that the airport drop and pickup should be arranged for leave proceeding employees
* Looking after end to end employee’s relation.
* Administration support to all other concern department
* Arranging accommodation for Staff and Labor Camp services, smooth run of Camp
* Managing various reports and correspondence.
 |  **HR Assistant – Dec, 2005 to May, 2014****Galfar Engineering & Contracting – OIL & GAS & Constriction Projects - Oman Muscat****Functional Skill** * Office Administrator Support
* Employees Affairs
* Travel Management
* Attendance Management
* Visa Processing
* Leave Management
* Manpower handling
* Exit Formalities
* New Joiners’ Orientation
* Ticket Booking

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**KEY ACHIEVEMENTS**

* Active participation in successful recruited & mobilization Process of around 2500 employees.
* Active participation in successful recruited & mobilization Process of around 1300 employees.
* Key contribution in successful De-mobilization of around 1800 employees
* Effectively established and maintained the filing system of 27,800 employees across the company.

**Educational Qualification:**

* B.com

**Computer Knowledge:**

* ERP System, HRMS System.
* MS Word, MS Excel, MS Power Point, and Out Look
* Conversant with Internet and Email correspondence

**Languages Known:**

* English, Hindi, Arabic & Regional Languages

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| **Personal Information:** |  |
|  | Father |  | : Mohammed Habib (Late) |
|  | Date of Birth | : 06 - 06 - 1982 |
|  | Marital status | : Married |
|  | Religion | : Muslim |
|  | Nationality | : Indian |
|  | Passport number | : K4634788 |
|  Place of issue | : Oman Muscat, |
|  | Permanent Address | : Door. NO: 114, 7th Cross , B Block Chownakahalli, |
|  |  |  | : Kuntigramma Hebbel Bangalore |
|  |  |  | PIN-560032, KARNATAKA- INDIA |

**(Mohamed Ethisham)**