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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 Mob  India Mob  E-Mail | Indian  +249 011474721  +91 9900955182  [ehtishamm22@gmail.com](mailto:ehtishamm22@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 |

# 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 |

# Employment record & Job Description:

|  |  |
| --- | --- |
| **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 |

**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)**