

Over 16+ years of rich experience in the areas of:

- Recruitment to Final Exit, Core-experience as Talent Acquisition on Mass Hiring of White & Blue Collars
- Proficient in liaising with external / internal agencies for efficient functioning of business
- Good interpersonal relationship coupled with expertise in maintaining confidentiality
- Deft in maintaining records and corresponding with external & internal clients
- Providing comprehensive support to Top Management for specialized and essential tasks when required

Skills/ Strengths:

- ✓ Willing to accept responsibility and be accountable & Able to prioritize multiple projects
- ✓ Well versed with MS Office suite, experience in "HCM-ERP, HRMIS & AS400, JDE Edwards" applications
- ✓ Interview skills, knowledge in Oman & Saudi Labor Laws
- ✓ Detail oriented & Organized, Time Manager & Team Facilitator/ Leader
- ✓ Work well under pressure, meeting deadlines consistently & result oriented
- ✓ Initiation of innovative thoughts to improve systems from present to better

Trainings/ Certifications:

- ✓ Completion of 2days Workshop of "Human Resource Analytics" [07th & 8th Feb'2020] certified by **Mind Cypress Corporation- USA**
- ✓ Participated with Top-Management people on session to conclude and set Strategy for "Vision, Mission & Values", certified by **Modern Gulf Institute** in Sep-2019
- ✓ Completion of Training for "ISO Internal Auditor [ISO 9001:2015]" Certified by **IQC Pvt. Ltd** in Apr-2017

Achievements & Awards:

- **Implemented Core-HR practices/Policies/** MIS and Bio- Matric System, one and all HR- Formats/ Grading/ Procedures/ Policies during employment tenure with M/s. Trade Links & Services Co LLC, Muscat
- Got "Best Employee Award in HR Dept" for August' 09, April' 10 & June' 2011 respectively during tenure with M/s. Saud Bahwan Group LLC, Muscat
- Got 1st prize in Poster Competition [TOYOTA Banner] in Saud Bahwan Automotive LLC's Annual Competitions' 2007

Experiences:

Latest: M/s. Arabian Pipeline & Services Co. Ltd., (ANABEEB), Jubail, Saudi Arabia,
From Sep'2022 to Jan'2025

An ISO accredited Saudi Arabian Company [ANABEEB Group Companies across GCC] for more than 30+ years have deployed the latest equipment and techniques to support the oil & gas and the petrochemical industry in the region.

ANABEEB executed significant brown field construction and turnaround services including mechanical works, catalyst handling and pre-commissioning services. We offer more than 50 service items to our clients including planning services for their-shutdown-and-maintenance with 3000+ employees at present.

ANABEEB is also the most experienced contractor, having carried out hundreds of large-scale turnarounds and shutdown with a track record of successful completion, on-time and leak free.

Title as “Senior Officer- HR (Expatriates Planning & Mobilization- Talent Acquisition)” [From SEP’2022 to till], handling the entire recruitment and Full Cycle of Recruiter responsibilities / hiring procedures of Regular and Shutdown projects for the Company”

Team Handling & Reporting Synopsis: 2- Saudi & 3 Expat Assistants & 1- Saudi PROs are under my guidelines & self is direct approach with Head of HR & CGM- Corporate General Manager.

- **Branch Lead** – Leading the one and only newly started Branch of Anabeeb in India located at Bangalore since May’2023. Facilitated in the process of setup the branch, streamlined the policies, procedures and simultaneously taken-care of **entire Manpower requirements** of Anabeeb.
- **Talent Acquisition / Recruitment**– Manpower **planning, Sourcing, Processing**, Onboarding, Mobilizing and Separation as per the requirements from various Business Units.
- **Mass/ Bulk Hiring** - Handling / utilizing the services of **around 20+ Recruitment/ Manpower supply agencies** (15+ India, 3-Pakistan, 2-Nepal, 3- Philippines and 2- Sri Lanka & Across the world wherever required) **and with PRC Local Suppliers/ Manpower supply Contractors** for the requirement of White & Blue-collars, to balance around 1500+ Short-term manpower per quarter., This is mostly engaged to **large hiring of Short-Term Visa for Shutdown Projects**, apart from long-term requirements of around 200-300 no’s annually.
- **Liaising activities** – Engaged with various departments/ agencies with regard to their Manpower requirement, Finalizing Job Description, Sourcing, Screening / **Preliminary Interview, Direct / Telephonic / Video Conferencing interviews along with Panel members**, Fitment, Offers, Visa processing, Onboarding & Joining formalities.
- **Statistics activities** - Periodical **recruitment status reports about Crafts / Shortage / Mobilization / Demobilization**.
- **PIP activities** – Effective support to HOD on preparation of Workflow, Road-Map, HR Proposals, Schemes, designs / **formulations to develop the system and procedures** to escalate into next level.
- **Objection Activities** - Handling Disciplinary action process, **resolving Grievances / Discrepancies/ Complaints**.

Ex-Employer-1: **M/s. Trade Links and Services Co. LLC., Muscat, Oman,
From Sep’2013 to July’2021, around 8 Years**

An ISO accredited Omani company [An Ali Mirza Group Company] with an impressive business track record. It is a premier business house for Engineering [Power Energy/ Substation], Contracting, Building Solutions and Trading in the Sultanate of Oman. The Company combines technology with expertise, with a team of highly qualified, experienced engineers well-versed in the different specifications commonly used in Oman and GCC, having manpower strength of 1000+ at present.

Graded as “Senior Officer- HR & Admin” handled the whole department as an “Expatriate staff with few Assistants & PROs of Omanis”

Team Handling & Reporting Synopsis: 3- HR & Admin Assistants & 2- PROs are under my guidelines & self is direct approach with CEO- Chief Executive Officer & CHO- Chief HR /Admin Officer.

Roles & Responsibilities:

- Execution of all HR transactions from the recruitment till the employee’s final exit, under the umbrella of proper Oman Labour Law compliance with TLS’s applicable regulations
- Formatted/ updated a Grading System for each group of levels, as per requirement the organization's needs
- Revised & Implemented Policies & Official Formats for the Company
- Supervising/ tracking documentation/ renewals of all types of Visa, controlling passport movements, Handling Pre-& Post joining formalities of new employees (Confirming Employment Contract, GAMCA Medical, On Board Ticketing, Accommodation allotment, Labour Clearance, Ministry Medical, Resident card formalities, Life Insurance Medical/ Cover & Workmen Compensation Policies)
- Maintenance of employee database, Maintaining /Updating Leave Records, Preparation of Salary Statement, Handling the full and final settlement [Exit] of the employees

Recruitment, Payroll & Communication:

- Sourcing and attracting candidates by using networking, databases, newspapers, social media & other sources
- Improves organization attractiveness by recommending new policies and practices
- Assisting Payroll with Accounts Team, including the issuance of pay slips & reconciliation of attendance
- Meet with Division Head's to discuss needs and create/update JD, KPIs & KRAs

Training & Development:

- Planning & scheduling of training program as per requirement of Training Need from all divisions on yearly basis
- Recording Feedback of Training Effectiveness for succession planning / developing skill matrix / records for standards

Legal & Consulate:

- Appearance before conciliation authorities pertains to organization with the Embassies /ROP/ Civil/ Labor/ Court through the support of CHO & PRO's **Administration:**
- Keep maintain/ monitor updates of Official Assets with concerned Dept's [SIM, Vehicle Inventory, Laptop, Household] provided to employees, controlling of Company's Post Box/ Immigration Box
- Handling expenses through cash dealings & Credit Card met by department and settling those in detail

Handled & resolved many "Employee Retention & Succession Planning, Grievances / Discrepancies"

Ex-Employer-2:

**M/s. Saud Bahwan Group LLC., Muscat, Oman
Senior Assistant - HR [July'2007 to July'2013] around 6 Years**

One of the privilege Group/ Premier business house for Automobile & Other Business Solutions.

An ISO accredited Omani Automotive Company having one of the huge manpower around 12000+ companies in Oman, an impressive business track record since 1970.

Roles & Responsibilities:

- Main Focus on Visas & Performed other profiles and duties, appropriate to the role, which required by the importance of Department on time to time.
- Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management.
- Record, maintain and monitor attendance to ensure employees punctuality. Maintaining cost control on purchasing of vacation Tickets of the employees
- Preparing documentation for all types of Visa, controlling passport Movements, Handling post joining formalities of new employees (Ministry Medical, Labour card & Civil Card) Tracking of Visa, Labour Card, Civil Card and Passport expiry and its renewal

Academic Qualifications:

- **M.B.A.**, 2004-2006, Vel Tech Group of Colleges- Chennai, Madras University, 62.5%
- **B.C.A.**, 2000-2003, Bharathidasan College of Arts & Science- Erode, Bharathiyar University, 50.5%

Personal Data:

Data of Birth/ Marital Status : 17th February 1983 / Married / 2 Kids

Gender/ Nationality/ Passport : Male / Indian / P0734957 valid till 28.09.2026

Languages Proficiency : Tamil & English (RWS) / Telugu, Kannada & Malayalam (S) / Hindi & Arabic- Beginner (S)

Driving Licenses : Indian [LMV, valid until Apr-2034] & Oman [Private Light, valid until July-2024]

Declaration:

I hereby declared that, the above furnished details are true to the best of my knowledge & belief.

**With Warm Regards,
Siva MC**