

**PANAKULATHY SAJU VARGHESE**

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CAREER OBJECTIVE:

I would like to utilize my qualification & wide experience gained working in various countries in different fields such as HR / Admin & Camp for the benefit of company, prove to be an asset to the company, rise to the company expectation & to grow with the company.

SKILLS:

HR / Administration / Camp Operations

POSITION HANDLED:

Camp Supervisor, Camp Administrator, Administrator, HR

LANGUAGES KNOWN:

English / Hindi / Gujarati / Malayalam / Indonesia

COMPUTER SKILLS:

MS Office (Word, Excel, Power Point), Outlook

QUALIFICATION:

- Post graduate diploma in industrial relation and personnel management from Bhavans.
- Post graduate diploma in human resource development from MSPI.
- Bachelor degree in commerce from Sardar Patel University.
- Diploma in international business management from AIICAS.
- Diploma in computer application from Sardar Patel University.
- Certificate in computer fundamentals, operating systems & MS office from Aptech.
- Certificate in Hazard analysis and critical control point (HACCP-3) from high speed training inst.
- Certificate in basis plus CPR, AED and first aid from TUV, Bahrain
- Certificate in fire safety from safety training & consultancy center, Bahrain.

EXPERIENCE: 17 YEARS

- **SINCLUS ENGINEERING AND CONSULTING AS OPERATIONS MANAGER – SHUTDOWN (22.08.2022 TO 03.12.2022) – MANPOWER SUPPLY CO. – JAMNAGAR**
 - Coordinating with client for manpower requirement.
 - Conducting interview, fulfilling manpower requirement.
 - Coordinating appointment letter, collecting documents, gate pass procedure.
 - Coordinating with employees regarding work, disciplinary action, timing, payment etc.
 - Processing attendance, sending to HR for payment.
 - Clearing doubts regarding payment, OT, P.F etc.
 - Coordinating demobilization procedures, termination letter, collecting PPE.
 - Billing procedures, payment coordination & handling petty cash.
 - Preparing MIS report, providing daily report to management of contract employee's.
 - Labor licensing, WC policy, coordinating with local labor commissioner.
- **SHAFA AI NAHDAH LLC AS CAMP SUPERVISOR IN SOMALILAND AFRICA - 7 MONTHS (25.07.2019 to 19.02.2020) – BERBERA PORT PROJECT.**
 - Looking into the compliance related to camp, advising the team & providing training.
 - Supervising food, accommodation, safety, water, drainage, waste management, maintenance, contract & compliance management.
 - Arranging orientation, issuing blanket, bed sheet, pillows for new hire & maintaining stock.
 - Preparing daily reports, Updating management daily of camp activates & occurrence.
 - Coordinating with contractors, arranging required purchases for camp.
 - Coordinating with Nurse for sick employees in camp.
 - Coordinating with Safety HSE for camp safety, mock drill, checking fire extinguishers.
 - Coordinating employees laundry issues, making sure laundry is delivered in time.
 - Camp inspection, room check, making sure no illegal activates happens in camp
 - Solving issues related to camp, CCTV monitoring, security, handling fights & catering issues.

RECOGNITION CERTIFICATE:

- Recognition certificate from Bechtel for outstanding administration work.
- Safety certificate from Bechtel for 10 million accident free job hours.
- Certificate from sports authority of India for marathon race.
- Certificate for football & basketball.
- Certificate for social & cultural activities.

EMPLOYEES HANDLED:

- Shafa – 2000 employees
- Towers tech – 2000 employees
- Ambaji – 500 employees
- Punj Lloyd – 500 employees
- Bechtel Angola – 4000 employees
- Bechtel Oman – 3000 employees
- Tristar – 1000 employees
- Reliance – 1000 employees

COUNTRIES WORKED:

India, U.A.E., Oman, Angola, Somaliland, Indonesia

NATIONALITIES HANDELED:

Americans, British, Australians, Indians, Indonesians, Pakistanis, Bangladeshis, Nepalese, Filipinos, Omanis, Angolans, Somalis & Nigerians.

NATIONALITY:

Indian

PASSPORT EXPIRY:

19th Sept.' 2028

• TOWERS TECH AS CAMP SUPERVISOR RAS AL KHAIMA & DUBAI, U.A.E. – 2 YEARS (01.02.2016 to 17.11.2017) - PRECAST CONCRETE HOLLOW CORE SLABS FACTORY

- Looking into the compliance related to camp, advising the team & providing training. Supervising food, accommodation, safety, water, drainage, waste management,
- Supervised 4 camps, handling camp boss & coordinating with the inspection team.
- Coordinating with HR team for new arrivals, coordinating with drivers for airport pickup.
- Allocation of rooms for new arrivals, issuing bedding materials.
- Camp induction for new hire like no smoking, alcohol, damaging walls, smoke detectors, no fighting, bussing, site & canteen timings, shutdown AC & close water tap when not in use.
- Checking rooms for absenteeism, checking for any illegal items, cleanliness, informing HR team.
- Checking cleanliness of toilet/bathrooms, updating cleaning & disinfectant check list.
- Maintaining & reporting daily occupancy report, skip, stock, asset, maintenance, water, absenteeism, sick, incident, grievance, fight, electricity meter reading report.
- Coordinating maintenance & repair of AC's, toilet/bath plumbing, lights, damage to buildings.
- Coordinating for camp inspection by clients & by government officials.
- Displaying notices, office memo, details of fire warden, first aider, nurse, police, ambulance.
- Conducting food and welfare committee meetings.
- Coordinating with HSE team for mock drill, fire extinguisher, emergency exit, smock detector.
- Coordinating with nurse for sick people, isolation, medicine, ambulance etc.
- Coordinating with laundry personnel for on time delivery of cloths.
- Coordinating recreation facilities like TV room, indoor & outdoor sports.
- Timely pest control of accommodation units, timely cleaning of water tanks & garbage disposal.
- Coordination of catering activities like food safety, cleanliness, FIFO, hygiene, CCP, menu.
- Coordinating with camp security, controlling unauthorized visitors, alcohol & illegal items.
- Stock checking and ordering required beddings, cleaning & laundry materials for camp.
- Making sure there is no shortage of drinking & bathing water, checking tank level regularly.
- Handling grievance like fights, maintenance, laundry, food etc.
- Filing important documents like building fitness certificate, fire warden & first aider certificate, food handler health certify., camp assets, security, maintenance, emergency response plan, pest control, MSDS, sewage & skip records, catering, menu, disinfectant, cleaning schedule, lux meter reading, camp contracts, grievance, tank cleaning, orientations, camp committee meets.
- CCTV monitoring checking for any irregularities, illegal activities, fights, damage to property.

• AMBAJI ENGINEERING AS SUPERVISOR – ADMINISTRATION, INDIA – 2 YEARS (01.05.2014 to 31.01.2016) - WINDOW GRILLS, STAIRS & IRON MANUFACTURING WORK SHOP

- Interviewing & appointing staff, issuing appointment letter, contract completion procedure.
- Attendance monitoring & salary disbursement.
- Arranging local purchase of office equipment & stationary.
- Maintenance & contract management.
- Supervising staff & handling grievance.

• PUNJ LLOYD AS SR. EXECUTIVE – ADMINISTRATION, SANGATTA, INDONESIA – 7 MONTHS (25.11.2012 to 21.06.2013) - KPC POWER PLANT PROJECT

- Joining formalities, Issuing appointment letter, tracking attendance, paying salaries.
- Arranging food, accommodation & transportation.
- Handling cook, drivers & security staff.
- Preparing & tracking employee's annual contract & termination.
- Preparing contracts for Bus, security, maintenance & guest houses.
- Handling local purchase of vegetables, stationary, laundry, office equipment & stationary.
- Arranging travel arrangements like flight or taxi bookings.

- **BECHTEL INTERNATIONAL AS HR IN ANGOLA, AFRICA – 1 YEAR (27.03.2009 to 08.03.2010) ANGOLA LNG GAS PROJECT**
 - Arranging vehicle for new hire for pick up from airport.
 - Arranging food & accommodation for new hire.
 - Preparing time sheet and safety orientation for new hire.
 - Providing HR orientation and cultural awareness to new hire.
 - Coordinating joining formalities like getting signed appointment letters, form filling, document collections, gate pass arrangement.
 - Informing supervisor & foreman of new arrivals.
 - Providing documents to PRO for national id, visa, medical procedures.
 - Coordinating appraisals of employees.
 - Coordinating contract renewal, termination paper work.
 - Processing visa renewal, visa cancellation paper work & coordination with PRO.
 - Ticketing, checking with employees about nearest airport arranging vehicle.
 - Grievance handling like timesheet, salary, appraisal, visa renewal, unrest, fights, disciplinary action, contract issues, camp issues & helping in translation for labors.
- **BECHTEL & CO. LLC AS CAMP ADMINISTRATOR IN SOHAR, OMAN – 2 YEARS (02.03.2007 – 30.09.2008) - SOHAR ALUMINIUM SMELTER PROJECT.**
 - Providing camp orientation to new hire.
 - Supervising food, water, housekeeping, maintenance, safety.
 - Visiting the camp daily, checking the food, accommodation cleanliness, grievance etc.
 - Preparing daily & weekly camp occupancy report.
 - Coordinating with contractors & Supervisor for compliance.
- **TRISTAR PVT. LTD. AS EXECUTIVE IN INDIA – 6 YEARS (08.03.2001 to 28.02.2007) - MANPOWER CONTRACTING COMPANY.**
 - As per client requirement calling candidate for interview, taking preliminary interview.
 - Issuing appointment letters and completing joining formalities like PF, ESIC forms.
 - Documentation of bio data's, experience certificate, pay slip & ID cards.
 - Processing attendance, preparing wage sheet & disbursing salary.
 - Preparing P.F., E.S.I.C. challans & filling service tax forms.
 - Preparing Bonus & E.L. sheets of employees.
 - Filing returns of licensing officer, labor welfare office, Employment office & Prof. Tax office.
 - Coordinating appraisals of employees.
 - Preparing contract renewal & increment paper works.
 - Coordinating demobilization paper work, termination letter.
 - Grievance handling related to contract, P.F., salary, accidents, unrest, strike etc.
- **RELIANCE PETROLEUM LTD. AS ADMINISTRATOR, JAMNAGAR, INDIA – 3 YEARS (18.06.1997 to 28.02.2000) - PETROLEUM REFINERY PROJECT.**
 - Arranging & ordering purchase of office equipment's and taking care of maintenance.
 - Arranging transportation for Managers & engineers to go to their respective sites.
 - Arranging of accommodation for employees in camp and city accommodation.
 - Supervision of canteen activities arranging food, tea, coffee, snacks, water for employees.
 - Supervision of office & accommodation housekeeping, pest control, bathroom/toilet cleanliness
 - Security management, Contract management, Record keeping, Assets management & Ticketing
 - Safekeeping, recording & distribution of construction drawings.

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