

SHIJIN.M.SEBASTIAN
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CAREER OBJECTIVE

To pursue a carrier in an esteemed organization holding a responsible position, which would enhance my skills to work in a competitive environment and care a winning edge for the organization.

JOB LOOKING FOR : ADMIN./HR ASSISTANT.

WORK EXPERIENCE : 9 YEAR.

HIGHLIGHTS OF ACHIEVEMENTS

- More than **4** years of Administrative Experience.
- Post-graduation of MSW(HRM)from BharathiDhasan University 2006-08
- Bachelor degree of English from Calicut University,2002-05
- Sound Interpersonal Skills with Personal Integrity

PROFESSIONAL EXPERIENCE

Angel Apparels Karuvanchal (GARMENTS) :- Personnel Officer

DURATION: Jan2014 till to date

- **Administering Payroll And Maintaining Records Relating To Staff;**
- **Consider Immediate And Long-Term Staff Requirements In Terms Of Numbers And Skill Levels**
- **Planning And Sometimes Delivering Training, Including Inductions For New Staff;**
- **Recruiting Staff: This Includes Preparing Advertisements, Shortlisting, Interviewing And Selecting Candidates**

For the Contract of DOOSAN "Desalination Plant – Phase 1 Civil works on and off shore at Ras Al Khair Industrial City, Kingdom of Saudi Arabia".

Nature of the work - Construction of Doosan and Saudi Archirodon Ltd. Ras Al Khair Power & Desalination Plant - Phase I Package –D-Desalination Plant- Part of Civil / On shore and Off shore works.

Project value: 308,000,000.00

Personnel Officer

DURATION: 2011 TO 2014

Responsibilities:

- Monitoring admin. and personnel sections, coordinating & supporting the preparation of payroll
- coordinating with Regional Office Jeddah for the preparations and settlement of international and domestic medical insurance for expatriate employees
- Monitoring the proper management of personnel files and records, preparing man power reports, inductions for the new arrivals and guiding as per company policies
- Monitoring the intersection changes of site manpower, organizing and following up of the time keeping, reporting manpower movement to site management and coordinating with Regional Office, Jeddah
- Arranging personnel transportation for hospitals, airport and other official uses
- Supporting and assisting expatriate employees for recreation trips for arranging their transportation and Hotel reservation etc
- Passports related Job like renewal and extension of passport of different nationalities, issuance and renewal of Work permits & Resident permit.
- Arranging medical for newly arrived employees for the issuance of resident permit.
- Supporting to the safety department for the issuance of Third party certificates for the Heavy Equipment operators and heavy duty drivers.
- Supporting and assisting expatriate employees for the issuance of Tax Residence Certificate



Greenpeace is a non-governmental environmental organization with offices in over forty countries and with an international coordinating body in Amsterdam, the Netherlands. Greenpeace focuses its campaigning on world wide issues such as global warming, deforestation, overfishing, commercial whaling, genetic engineering, and anti-nuclear issues. Greenpeace uses direct action, lobbying and research to achieve its goals. The global organization does not accept funding from governments, corporations or political parties, relying on 2.9 million individual supporters and foundation grants.

Direct Dialogue Recruiter -Greenpeace India Kochi, Kerala, India.

DURATION: 2008-2011

Responsibilities:

- To conduct Campaigns
- Raise awareness to people about Greenpeace Campaigns for stopping climate change, sustainable agriculture, preserving the oceans and preventing nuclear catastrophe etc....
- Inspire them to become the part of campaigns and become financial supporters of Greenpeace.

ACADAMIC DETAILS

SI NO	NAME OF COURSE	UNIVERSITY/BOARD	DURATION YEAR	PERCENTAGE OBTAINED
1	MSW(Human Resource management)	BharathiDhasan University	2006-2008	71%
2	B.A English	Calicut University	2002-2005	50%
3	Plus Two	Board of Higher Secondary Education, Kerala,	2000-2002	71%
4	S S L C	State Board	1999	53%

COMPUTER SKILLS

MS-Office(Word, Excel, Power Point)

PASSPORT DETAILS

Passport No : J2675047

Date of Issue: 05-Sep-2010

Date of Expiry: 05-Sep-2020

Place of Issue : Calicut

PERSONAL DETAILS

Age and Date of Birth 11thJan,1984

Gender Male

Marital Status Married

Nationality Indian

LANGUAGES KNOWN

English, Malayalam, Hindi, Tamil

REFERENCES

BABY MANUEL: (M.com) Financial Controller Of Saudi Archirodon (055601117)

DECLARATION

I do hereby declare that all above information given are true and fair to best of my knowledge and belief.

Shijin M Sebastian