



**Administration Personnel – 3 Nos**

**1) Mrs. Rehana Tharin – Finance & Administration**

**Brief job roles:**

- Organization HR Management, Finance and Administration Control
- Internal Communication, Internal Coordination
- CV Bank upload monitoring, find shortage on trades/positions, coordinate with recruitment team for collection of shortfalls
- Oversee Candidates/Applicants Recruitment Logistic matters
- Work Planning Scheduling and Control
- Oversee Data Management and Privacy Control
- Oversee any issues to the recruited employees welfare or to their families
- Administer any document related issues to be handled for selected candidates
- Keep schedule and leave roster of all recruits, visa/passport expiries and take actions when necessary

**2) Mr. Riaz Sheikh – Visa & Logistic**

**Brief job roles:**

- Processing all Visas as require for selected candidates to fly within date line
- Processing Medical check Up for candidates as require by employers and for obtaining visas
- Processing clearance from BMET, BSC Shipping Corporation for candidates to travel
- Provide training, orientation as require for recruits before traveling
- Responsible person for any queries to answer from the families of recruited employees
- Opening/Keeping/Saving Records of Insurance Policy of recruited personnel as require
- Coordinate with third party travel/ticket agency for Visa, Tickets, if and when require
- Keeping liaison with recruited personnel for any matters personal or official

**3) Mrs. Kamelia Hanan –Data, CV Bank, Records**

**Brief job roles:**

- Daily monitoring CVs upload from external sources
- Compiling CVs in standard format and upload to CV Bank
- Register and Update receipt of every CVs in master list electronically
- Protect Privacy of all Data, Back up and save Data regularly
- Responsible person for any queries to answer from the families of recruited employees
- Keeping all records up to date, safe and secured

**LIST WITH NUMBER OF RECRUITMENT AND ADMINISTRATION PERSONNEL****Recruitment Personnel – 4 Nos****1. Mr. Hafizuddin Shams – Chief Recruitment****Total Years of Experience: 21 years****In Oil & Gas: 16 years**

**Qualification:**

- PGDHRM Post Graduation in HR Management
- MBA in HR Management
- BBA in HR Management

**Training:**

- Certificate course on Labor and Industrial Law
- Certificate course on Communication & PR

**Background:** 16 years Experience in Oil & Gas at;

- HYUNDAI E&C at Qatar as HR Officer
- SAMSUNG C&T at UAE as Senior HR Officer
- BECHTEL, Saudi Arabia as Personnel Administrator
- MAIRE TECNIMONT at Abu Dhabi as Personnel Officer
- KBR (Subsidiary Halliburton), Bangladesh as Personnel Manager
- AMEC FOSTER WHEELER at Malaysia as HR Manager

**2. Mr. Harun or Rashid – Recruitment Specialist I****Total Years of Experience: 17 years****In Oil & Gas: 6 years**

**Qualification:**

- EMBA in HR Management
- Diploma in Mechanical Engineering

**Training:**

- Certificate course on HR Personnel Management

**Background:** 6 years Experience in Oil & Gas at;

- SK E&C at Saudi Arabia as Site Supervisor
- BONATTI Spa at Libya as Personnel Office Assistant

**3. Mr. Robi Al Hasan – Recruitment Specialist II****Total Years of Experience: 16 years;****In Oil & Gas: 8 years;**

**Qualification:**

- Diploma in HR Management

**Training:**

- Certificate course in HR Training & Development

**Background:** 16 years Experience in Oil & Gas at;

- Mc CONNELL DOWELL in Bangladesh as Personnel Assistant
- UNOCAL 76 in Bangladesh as HR Officer
- KCA DEUTAG in Bangladesh as Personnel Officer

**4. Mr. Zia Kibria – Recruitment Specialist III****Total Years of Experience: 12 years;****In Oil & Gas: 3 years;**

**Qualification:**

- Diploma in HR Management
- 2 year Diploma in Mechanical Engineering

**Training:**

- Trade course in GTAW Welding
- BOSIET, HUET, Sea Survival Training Safety Courses

**Background:** 3 years Experience in Oil & Gas at;

- BOSKALIS, Offshore in Bangladesh as Welder