

CHRISTOPHER VISHAL FERNANDES

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SUMMARY

HR Planner/Executive with solid HR experience in manpower planning, workforce scheduling, employee coordination, payroll, recruitment and documentation. Skilled in optimizing workforce allocation, monitoring attendance, managing mobilization processes, and supporting day-to-day HR and administrative operations. Knowledgeable in basic Bahrain Labour Law and dedicated to ensuring smooth HR and operational workflows through effective communication and coordination with employees, supervisors, and management.

WORK EXPERIENCE

Poly-Tech Maintenance & Industrial Operation Co.

Feb 2024 - Dec 2025

HR Planner/Executive:

Responsibility & Key Areas:

- Developed and implemented manpower and resource planning procedures to support company objectives and efficient staff management.
- Managed and supervised daily operations by strategically planning manpower allocation, efficiently deploying employees, and coordinating with site teams to identify and fulfill upcoming operational requirements, ensuring smooth workflow and timely execution.
- Reviewed and processed manpower and resource requests, resolving scheduling and allocation issues in a timely manner.
- Handled GOSI and Muqem renewals for employees, ensuring timely processing and compliance with regulatory requirements.
- Verified employee timesheets against actual planning lists prior to transferring them to the payroll section to ensure accuracy and compliance.
- Monitored and verified monthly rental camp manpower hours against actual records to ensure accurate documentation, compliance, and proper reporting.
- Coordinated with employees, supervisors, and HR teams to maintain smooth staff scheduling and HR operations, while being familiar with basic Bahrain Labour Law and key HR requirements related to employee coordination and documentation.
- Prepared weekly employee timesheets for payroll purposes, handling non-project code timesheets only, to ensure accurate and timely payroll processing.
- Prepared and processed monthly payroll, ensuring accuracy, compliance, and timely salary disbursement.
- Forecasted future manpower requirements based on confirmed jobs and project schedules to ensure timely availability of skilled workforce and uninterrupted operations.
- Coordinated and scheduled mandatory safety training for newly joined employees in accordance with company policy, while maintaining detailed records to ensure HR updates, compliance, and proper tracking of training completion.
- Conducted interviews for both long-term and short-term rental manpower and maintained comprehensive records for HR documentation.
- Coordinated and scheduled mandatory trainings for operational employees in accordance with company and HR policies, ensuring compliance and proper record-keeping.

Plant-Tech Arabia Co. Ltd.

Nov 2014 - Aug 2023

Sr. HR Executive:

Responsibility & Key Areas:

- Developed resources strategies, policies and procedures to ensure alignment with the company's goals and objectives.

- Managed the full cycle of talent acquisition, including sourcing, screening, interviewing, and onboarding candidates.
- Requested GOSI and Muqem renewals for employees, ensuring timely submission and compliance with regulatory requirements.
- Delivered employee training programs to enhance skills, knowledge, and performance.
- Conducted performance reviews and provide feedback to employees and managers to improve performance and achieve business objectives.
- Maintained accurate records of employee daily allocations and day-off schedules in the ERP system to ensure proper workforce tracking and planning.
- Renewed operational employees medical fitness annually, maintaining HR records to ensure compliance and smooth functioning of operations.
- Updated employees basic documents, including iqama, Muqem, passport copies, and medical certificates, in the ERP system to maintain accurate HR records and support logistics operations.

Logistics Coordinator:

July 2013 - Oct 2014

Responsibility & Key Areas:

- Managed accurate records of the company's fuel bills.
- Prepared and processed timesheets for the transportation and maintenance teams, ensuring accuracy and timely payroll processing.
- Scheduled daily vehicle movements for staff, materials, and operational employees.
- Performed routine equipment check-ups to ensure proper functioning and prevent operational disruptions.

MPHASIS (Inbound Process)

June 2012 - Dec 2012

Customer Service Representative:

- Handled inbound calls from customers and provided support on various products and services.
- Assisted customers in placing orders and making payments.

EDUCATION

Bachelor Of Business Management (BBM)

Alva's College, Moodbidri

2010

P.U.C (Arts)

Pompei College, Kinnigoli

2007

S.S.L.C

Mukthi Prakash High School, Neerude

2005

AREAS OF EXPERTISE

- Manpower Planning & Workforce Allocation – Forecasting staffing needs, scheduling employees, and ensuring optimal workforce deployment
- Payroll & Attendance Management – Preparing timesheets, monitoring attendance, and supporting accurate payroll processing
- Recruitment & Onboarding – Coordinating hiring processes, conducting interviews, and managing employee onboarding and mobilization
- HR Documentation & Compliance – Maintaining employee records, ensuring compliance with labor laws, and coordinating mandatory trainings

DECLARATION

I hereby declare that all the information stated above is true to my knowledge and I assure that I will take all my frantic efforts to see that my work stand is beat among all others.

[Christopher Vishal Fernandes]