nelson joseph

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|  **Email:** njoseph1977@gmail.com**Contact No:**(M) +973 3803 7466**Linkedin**[linkedin.com/in/nelsonjoseph1977](https://www.linkedin.com/in/nelsonjoseph1977)Present Address:East RiffaBahrainPermanent Address:Kudiyirikkal,Chettikulam P OManalai-680721Kerala, IndiaPersonal Details:**DOB:** 04th Jan 1977**Marital Status:** Married**Nationality:** Indian**Languages Known:** English, Indian Languages  | **Experienced Human Resource Professional - Onboarding & Travel Management Services - Oil & Gas/ Banking / Leisure & Travel****Key Functional Skills:****I** Employee Relations **I** HR Administration **I** Personal Records Management **I** Onboarding **I** HRIS System **I** Travel Management Services **I** Business Travel **I**  Leisure Travel **I** Negotiation **I** Technology Integration **I** HR OperationAcademic Qualifications:2011-2013 MBA in Human Resources - Dr CV Raman  University India2004 – 2005 Diploma in Marketing Management -Welingkar  Institute Of Management & Research India 1997 - 2000 Graduated in Economics -University of Calicut India.Professional Experience:BAPCO - Bahrain (Seconded by YBA Kanoo) / Nov 2018 – Present **Coordinator-Travel Management Services/HR Dept****Bapco** (Bahrain Petroleum Company) is wholly owned by the Government of Bahrain and accounts for a massive portion of energy-related activities; primarily refining, distribution of petroleum products and natural gas, sales and export of crude oil and refined products among others.Proactive role within the relationship, providing HR team with the best overall program tailored to their requirements in sophisticated travel needs . Some of these services include: Travel management reporting, supplier program negotiation, consulting Services, technology integration.* Assist with on-boarding process of new hires within the speculated timeframe provided by the recruitment team as per the departmental requirements.
* Handled all immigration-related issues for each expat employees worldwide.
* Perform all Mobilization-Demobilization including relocation of employees on different projects from various department with cost assessment.
* Supported HR functions with emphasis on record keeping, data entry and general HR tasks.
* Safeguard company standard accordance with travel policy and procedures while performing travel plans.
* Part of BMP (Bapco Modernization Project) team facilitating overseas travel arrangements including all type of visa requirements.
* Reviewed and segregate supporting documents before process to the finance team for payments.
* Update and notify the reporting line with specified travel management tools required to leverage airline, hotel and car rental volumes and identify incremental savings through negotiated supplier programs.

Tatweer Petroleum- Bahrain (Seconded YBA Kanoo)/ Jun 2011–Aug 2018**Coordinator-Travel Management Services-HR Dept****Tatweer Petroleum WLL- Bahrain**, upstream operating company, a 100% government entity, formerly a joint venture of NOGA, Oxy & Mubadala, is a performance driven organization with a goal to increase production of oil and the availability of gas to meet the future energy demands of the Kingdom of Bahrain.Performed HR related duties at the professional level and carried out responsibilities in all of the following functional areas:  * Assisted with on-boarding process of new hires within the speculated timeframe provided by the recruitment team as per the departmental requirements.
* Coordinated complex travel schedules, accommodations and trip logistics for candidates, executives, rotators and contractors worth $ 8 million annually.
* Discussed security issues and protocols with authorities, individuals traveling to highly insecure destinations.
* Performed a vital role in co-ordination of travel desk, ensuring the program exceeded cost-savings targets while meeting all types of travelers with the help of next generation travel management tools.
* Handled all immigration-related issues for employees of all nationalities.
* Perform all Mobilization-Demobilization including relocation of employees on different projects from various department with cost assessment.
* Supported HR functions with emphasis on record keeping, data entry and general HR tasks.
* Safeguard company standard accordance with HR policy and procedures while performing travel plans.
* Review and segregate supporting documents before process to the finance team for payments.
* Update and notify the reporting line with specified travel management tools required to leverage airline, hotel and car rental volumes and identify incremental savings through negotiated supplier programs.
* Sent notices to employees and subcontractors regarding expiring documentation.
* Counselled managers and employees regarding policies, procedures and challenges related to travel.
* Supported recruitment staff with new hire orientations and onboarding during monthly departmental meetings.
* Handled all immigration, transportation and relocation issues of expat employees and their dependence during mobilization process.
* Entered personnel and subcontractor data into central database.
* Maintained human resources information system and kept employee files up to date and accurate related to annual entitlement, rotator schedule and overseas training log.

Capivest Bank- Bahrain /Sept 2008 – Feb2011 /**Professional -HR & Administration Officer*** Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
* Directed and controlled various benefit programs, including 100K, medical packages.
* Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for new employees.
* Coordinated and conducted new hire pre-interviews.
* Coordinated employee placements and administration.
* Assisted with recruitment process by posting job ads, filtering applications, scheduling interviews, assisting in interview process and drafting offer letters.
* Worked with managers to achieve compliance with organizational policies, providing clarifying information and recommending necessary changes.
* Maintained current knowledge of industry regulations and legislation to amend policies as needed and promote compliance.
* Facilitated communication and coordination between employees and management.
* Strengthened operational efficiencies and traceability by developing organizational filing systems for confidential employee records and reports.
* Retained 100% protocol on management tools and procedural accuracy.
* Coordinated activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs.
* Coordinated complex travel schedules, accommodations and trip logistics for candidates and executives during road show.
* Maintained operational proficiency in coordinating both international and domestic travel accommodations for employees, arranging for airfare as well as hotel and rental car reservations during overseas assignment.
* Saved on overall annual corporate travel costs by finding most affordable travel method and plans .
* Handled Employee grievances related to annual leave, travel related expenses, Housing, car hire, expense report etc.

Asfar Worldwide reservations- Bahrain/Jun 2005 – Sep2008/**Senior Travel Consultant - Corporate** * Provided exemplary customer service to new and existing clients, which helped build lasting relationships and secure new travel assignments
* Contributed to development and implementation of travel booking processes, procedures and systems to reduce total expense.
* Provided exemplary customer service to new and existing clients, which helped build lasting relationships and secure new travel assignments.
* Worked closely with top executives and assistants to meet compliance with strict business schedules.
* Implemented automated office systems, optimizing client and data communications as well as records management.
* Responded to corporate clients' questions, issues, and complaints and found appropriate solutions when needed.
* Organized details for corporate and business trips including transportation, schedules for conferences and other meetings.
* Specialized in booking group flights and hotels for corporate employees traveling to conferences and meetings.
* Booked travel tickets, including air, rail, hotel, car and alternate ground transportation.

 Trainings, Certifications & Memberships:* Training program “Introduction to Oil & Gas Industry” by Haward Technology Middle East
* Training programs on global reservation GDS –Sabre, Amadeus and B2B flatforms
* Attended training on ‘Anti Money Laundering & Terrorist Financing’ in compliance with CBB.
* Completed First aid and work related HSE training.
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