

A.B. Charu Dathan

Former Career Tracks: Office & Personnel Admin / HR & Recruitment.

Main Interests: Agronomy, Development of Organic Farms & Plantations.



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Profile

Self motivated, enthusiastic and well trained Administration Professional with proven Middle East & West African experience. Expertise in HR Recruitment & Coordination, Office Administration & Project Document Management, Public Relations, Personnel Logistics, and Operations. Successfully trained to manage administrative & HR operations in various oil & gas industry projects of onshore & offshore and in providing support to senior HR Managers, arranging travel itineraries, preparing mob / demobs etc..

Personality

Presentable personality and organized team player who possesses ability to gain consensus and forge cooperative internal and external partnerships together with excellent communication, interpersonal and administration skills.

Career Synopsis & Snapshot

• Companies Worked with :

- **Texas Recruiting and Consulting, LLC** (Houston) – HR Consultant (Current Assignment)
- **Chiyoda-Technip JV** (Qatar) - Assistant to Deputy Site Business Manager (HR).
- **Sea Trucks Group FZE** (Nigeria & UAE) - Assistant to Regional HR Manager.
- **JGC Corporation** (Saudi Arabia) - Administrator (HR Dept. – Hawiyah Project).
- **Technip SA Offshore** (South Africa & Angola) – Personnel Coordinator (Dalia Project).
- **Stolt Offshore Sharjah (Acergy Group)** – HR Administrator (Projects).
- **ETPM-McDermott BV** (Holland) – Personnel Coordinator cum Administrator.

Achievements

- Got excellent exposure and ample understanding of administrative functions & HR functions.
- Success record of handling voluminous files, confidential documents as well as preparing correspondence for internal and external departments.

Core Skills

- ⇒ HR & Office Administrative
- ⇒ Personnel Logistics
- ⇒ Recruitment & Training
- ⇒ Airline Ticketing & Travel Organizations
- ⇒ Knowledge of UAE, Free Trade Zone
- ⇒ Onshore / Offshore Project Document Control Management

Capabilities

Human Resource Functions

Assistance to the HR Manager for all sort of recruitment process with manning agencies and also general search calibre candidates and follow-up until the mobilization.

Office Administrative Cum Document Controller

Organise general office routine functions for the smooth running of the department and co-ordinates the appropriate task groups (see below).

Personnel Logistics

Organize personnel to various offshore units and arrange / planning their mobilizations and travel co-ordinations.

Proven Job Role

Office Administrative / HR / Personnel Logistics / Document Controller

- Main point of contact for all office based operations ensuring its smooth running.
- Handle commercial communication, administration, office management, personnel management, recruitment and training requirements related duties in the organisation.
- Manage office and liaise with customers and with internal departments.
- Manage all the administrative management duties efficiently including correspondence, office communication and handling complete office and personnel matters.
- Ensure over all smooth functioning of office in terms of handling day-to-day operations, reconciliation of bills, dealing with vendors, manage contracts-agreements and accounting.
- Handling of confidential documents, tenders, quotations, reports, charts, etc.
- Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures. Establish work priorities, delegate to office staff and ensure deadlines are met and procedures are followed. Direct the performance of the staff.
- Coordinate and plan for office services such as equipment, supplies, forms, disposal of assets and maintenance. Assemble data and prepare periodic reports and correspondence. In charge for procuring office supplies including stationery and kitchen goods.

Major Project Involved

- RasGas LNG Project, Qatar (RGX6/AKG2 Projects).
- Saudi Aramco Hawiyah NGL Recovery Project, Saudi Arabia.
- Total Dalia FPSO Project, Cape Town (South Africa) & Luanda (Angola).
- QatarGas QGII LNG Project, Qatar (QGX Project).
- ELF Petroleum Iran (Dorood Field Development Project).
- TOTAL Sirri "A" & "E" Development Project, Iran.
- Various pipeline projects in North Sea (ELF, AMOCO, British Gas, Mobil, StatOil etc..)
- West Mubarras Field Development Project (ADOC Japan Ltd., Abu Dhabi, UAE).

Employment Locations (Geographical Regions)

- Abu Dhabi, United Arab Emirates.
- Sharjah, United Arab Emirates.
- Rotterdam, The Netherlands.
- Ras Laffan, State of Qatar.
- Cape Town, South African.
- Luanda, Angola.
- Al Khobar, Kingdom of Saudi Arabia.
- Lagos, Nigeria.

IT Skills

MS Office Package (Word, Excel, PowerPoint) , MS Project, Internet and E-mail applications.

Personal Details

Nationality : Indian
Marital Status : Married
Driving License : India & UAE
Languages : English (Fluent) & French (Conversational)

Hobbies

Organic Gardening & Farming, Horticulture Farm Developments, Visits of Various Organic Farms & Plantations, Reading of Agricultural Materials & Books etc..

References

1. Mr. Andre Charbel (France) -Yemen LNG Co., Yemen - e-mail: andre.charbel@yahoo.com
2. Mr. Emmanuel DE MAULDE (France) – SOMOIL Angola – email: emdemaulde@yahoo.com.
3. Mr. David Eyong Manyitabot (USA) – email: manyitabotdavid@gmail.com.
4. Mr. Steven Hoepel (The Netherlands) – email: stevenhoepel@yahoo.com.
5. Mr. Sylla Mohamed Al Kabir (Guinea) – email: syllasticality@yahoo.fr.