



PROFESSIONAL EXPERIENCE:

VAOS LTD. – LIBYA
HR ADMINISTRATOR

APRIL 2010 - NOW

Key duties and responsibilities:

1. Assist the HR Head of Department on the day-to-day HR Operations in terms of providing on time high-caliber talents to support Projects and maintenance contracts with various clients
2. With HR HoD, recommend Policy review and best practices, support and carry out implementation
3. Managing of Filipino, Thai, Bangladeshi, Pakistani, Egyptian, Sudanese, Moroccan, and other Junior staff expatriates on all HR-related matters, including:
 - a. Recruitment, Selection, Mobilization, and on-boarding procedures
 - b. Employment contracts preparation / monitoring
 - c. Job analysis and writing of Job descriptions
 - d. Checking/identifying of Legal compliance issues
 - e. Work & Labor invitations preparation & processing
 - f. Residence Visa processing / extension / renewal
 - g. Probationary period monitoring for Junior staff
 - h. Job rotation (transfer to other department), job enrichment, or promotion
 - i. Changes in salary and benefits
 - j. Vacation Leave payments
 - k. Length of employee service monitoring / awarding
 - l. Seniority Bonus calculation / payment
 - m. Sick Leave monitoring
 - n. Cash conversion of unused tickets
 - o. Rotation extension bonuses
 - p. Employee discipline and documentation
 - q. Termination / demobilization / repatriation of workers
 - r. Coordination with relevant Embassies & consulates for passport renewal, passport extension, travel documents (exemptions, etc.) and documentation & repatriation of cadaver
 - s. Coordinate with families in cases of employee accidents in the workplace, or, in cases of death on site
4. Negotiate with sub-contractor companies on daily rates of contracted personnel
5. Collaborate with Finance department for sub-contractor Invoicing issues
6. Coordinate with recruitment agents in Manila, Bangkok, & Libya
7. Anticipate staffing requirements by coordinating with different departments
8. Recommend strategies and policies to HR HoD to ensure legal compliance
9. Assist and guide Department Heads in job analysis and preparation of job descriptions to better understand the job role and the competencies required
10. Coordinate with Malta Head Office for various HR-related concerns
11. Updating/managing HRIS (MS Dynamics AX), i.e. enrollment of new employees, termination of resigned/retired employees, Change of Position and salary, etc.

About VAOS Ltd.:

Value Added Oilfield Services (VAOS) Ltd was established in 1983 to provide a comprehensive construction and maintenance service to the oil, gas and petrochemical industry in Libya. At its inception VAOS was a discrete division of VOEST Alpine AG, which at the time was the largest state-owned industry in Austria.

In 1994 VA-MCE opened a fully owned subsidiary in Malta, becoming the new head office of VOEST Alpine Oilfield Services Limited. As part of a subsequent restructuring program in 1997, VA-MCE sold off its shares to management; this led to the formation of the current company, Value Added Oilfield Services (VAOS) Ltd.



BENJAMIN BENSING JR.
HR ADMINISTRATOR

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CAREER OBJECTIVE:

Seeking for a challenging HR post in Compensation & Benefits, Recruitment & Staffing, or, as HR Generalist

SKILLS:

Compensation & Benefits Administration

████████████████████

Competency-based Recruitment/Staffing

████████████████████

Performance Management (KPI/360°)

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Human Resource Planning

████████████████████

HR Manual, Policies & Procedures

████████████████████

Timekeeping & Payroll processing

████████████████████

Creating Job Descriptions

████████████████████

Job Evaluation & Salary Structure design

████████████████████

Developing HR Scorecard & Strategy

████████████████████

Training Needs Analysis

████████████████████

Legal Compliance

████████████████████

MS OFFICE

MS SharePoint

MS Dynamics

TRAINING & SEMINAR:

Cloud Services (SaaS) - Nov. 2019 – VAOS
Benghazi, Libya

MS Dynamics AX (NAVAX) - Oct. 1-6, 2018
– VAOS Qormi, Malta

MS Dynamics AX User guide - Sept. 2018
– VAOS Tripoli, Libya

MS SharePoint (HR Module) - April - May
2011 – VAOS Linz, Austria

Job Evaluation & Salary Structure design
- June 2009 – Magnitude HR

Performance Management workshop -
Jan 2005 - Alcatel Office

Performance Management program (KPI) -
April 2003 – Alcatel Phils. Office

Global Performance Mngt. program (pilot
run) - Oct. 2002 – Alcatel Shanghai office

Employee Discipline & due process - April
1997 – CBL office

Handling employee complaints &
grievances - March 1997 – CBL office

Collective Bargaining Agreement Primer-
Jan 1997 – CBL office

Labor Union and Labor Law - Nov 1996 –
CBL office

Catell's 16PF (Intro to Testing, Scoring &
Administration) Aug 1996 – CBL office

Recruitment, Selection, & Hiring process –
July 1996 – CBL office

Sorting, Selecting, & short-listing applicants
- July 1996 – CBL office

40 hrs Loss Control Management - Nov.
2005 - WSO

40 hrs Basic Occupational Safety &
Health Course - Jan. 2005 - WSO

RAIBA LAND TRANSPORT – SUDAN HR & ADMIN MANAGER

SEPT 2006 – OCT 2009

Key duties and responsibilities:

1. Reports to the CEO, plans, leads, organizes, controls and supervises the day to day HR and Admin essential activities, priority projects and programs to support Operations, Sales, Commercial, and Workshop, including but not limited to:
 - a. Attendance / Leave / Absences / Tardiness monitoring, and payroll processing of locals and expats employees
 - b. Monitoring and reporting of daily manpower from all sites
 - c. Reviewing manpower request and manpower availability
 - d. Recruitment, selection, and hiring
 - e. Contract preparation and monitoring
 - f. Orientation of new employees / on-boarding procedures
 - g. Coordination with recruitment agencies in Manila
 - h. Review/approve Expats travel request prior to final approval of CEO
2. Analyzes organizational and manpower capabilities and recommends to the CEO HR strategies, policies, and developmental activities to close the gaps
3. Conducts Training Needs analysis as basis for competency development
4. Assist Department Managers & staff in individual development plan
5. Identifying training providers and scheduling of training / seminar
6. Implemented a compensation review, in coordination with corporate HQ
7. Designed Training modules and delivered seven (7) sessions of HR training
8. Implemented a Performance review and appraisal system, subsequent monitoring procedures, and action plan to improve performance
9. Eliminated redundant manpower and reduce salary cost
10. Provides tactical advice to the department managers on HR- related issues
11. Collaborate with Department managers for cross-functional activities, and program implementation
12. Directly managing a team of seven (7) HR & Admin Site Supervisors (Khartoum, Soba, Port Sudan, Rabak, El Khowie/Costi)

About Raiba Land Transport: Raiba Land Transport is the biggest transport company in Sudan and the whole African region. It has more than 600 trucks, 1500 trailers, and more than 1,200 employees from 10 different countries. With an annual turn-over of US \$ 120 million, we serve UN-WFP, UNAMID, UNMIS, Sayga Flour mills, Kenana Sugar company, Berber Cement, to name a few clients.

iTi Consulting, Inc. / goFluent Inc. OFFICE MANAGER

DEC 2005 – MAY 2006

Key duties and responsibilities:

1. Reporting to the Country Manager, I am directly involved in planning, preparation, and actual office transfer & relocation to IBM Plaza
2. Setting-up of Office Security Policies, Procedures, and Manual
3. Developed and design warehousing workflow and procedures
4. Coordinates with telco providers regularly for uninterrupted voice and data services (PLDT, Eastern Telecoms, Bayan Tel)
5. Negotiated discounts with local suppliers (IT equipment, Telco services, Office supplies, pantry, etc.) for local transactions & purchases
6. Formulated and designed Health & Safety policies, emergency preparedness and building evacuation procedures
7. Coordinate with IBM Plaza Admin office for employee parking assignment, office fogging & pest control, HVAC, Elevator, and other building issues
8. Appointed as Safety Officer of the Company



ACTIVITIES:



FRIDAY SCHOOL TEACHER

Evangelical Christian Church of Libya
2013 – 2019

Sharing practical Bible truths and insights to adult believers, applicable on day to day Christian living: to encourage, to rebuke, and to correct, based on Biblical principles

VAOS LTD. SPORTSFEST – 2014-2016 Tripoli, Libya

Organized a company-wide sportsfest that includes Basketball, Darts, Billiards, and Chess Tournaments

ALCATEL BASKETBALL TOURNAMENT 2003 – 2005 Makati, Philippines

Organized a company-wide Basketball Tournament, and Invitational Cup for PLDT, Philippine Army, and other Alcatel clients

VOLUNTEER for HOPE Worldwide - (ICOC Philippines) 1997 – 1998 Baseco Island, Port Area, Manila

Teaching kids, Feeding program, Medical mission, and donation of school supplies

GOVERNMENT ELIGIBILITY:

Civil Service Professional Exam – 1995
(85.33%)

REFERENCES:

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CALIFORNIA BUS LINES, INC. – Pasay City, Phils. HRD ASSISTANT – Recruitment & Labor Relations Key duties and responsibilities:

JULY 1996 – MAY 1997

Assist the HRD Manager in Recruitment activities:

1. Review of manpower request
2. Advertisement preparation
3. CV assessment, sorting, ranking, and short-listing
4. Applicant interview & testing as per job application
5. Hiring & termination of employees
6. Contract preparation
7. Employee orientation on Company policies
8. On-the-Job-Training
9. Preparation of Monthly Turn-over rate

Assist the HRD Manager in Labor Relations activities:

1. Processing employee complaints and grievances
2. Monitoring of employee infractions of Company rules & regulations
3. Coordination with Labor Union officials before, during, and after employee disciplinary action implementation
4. Rice subsidy program and uniform issuance
5. Regular medical check-up, sickness & welfare
6. Employee sleeping quarters

Assist the HRD Manager in HSE compliance:

1. 5S in the workplace
2. Dangerous drugs policy
3. No smoking policy
4. Grooming and sanitation policy



EDUCATION:

Bachelor of Arts, major in Social Science

1994

Colegio De Sta. Rita

San Carlos City, Negros Occidental, Philippines

Leadership Awardee, Outstanding Service Awardee



Continuing Education / Personal Development:

DIPLOMA – in Modern Human Resources Management

DIPLOMA – in Change Management

DIPLOMA – in Training of Trainers

DIPLOMA – in Operations Management (OPS)

CERTIFICATE – International & Strategic Human Resource Management

CERTIFICATE – Introduction to Modern Human Resource Management

CERTIFICATE – Essential Management Skills in the workplace

CERTIFICATE – Strategic Planning Skills

CERTIFICATE – Supervision Skills – Managing group & employee interaction

CERTIFICATE – Introduction to Conflict Management & Negotiation

CERTIFICATE – Effective Communication Skills for Managers