MD HAMID RAZA KHAN

HUMAN RESOURCES MANAGER

EPC & Oil & Gas | Construction | GCC / MENA | International Workforce

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PROFESSIONAL SUMMARY

HR Manager with 16+ years of experience across EPC, oil & gas, construction, and manufacturing in Libya, Saudi Arabia, Qatar, and India. Currently managing HR for EPC, inspection, maintenance, shutdown, offshore, onshore, and rotational workforces in Libya, supporting Petrofac, Waha Oil Company, and Greenstream Gas. Experienced in workforce planning, international recruitment, mobilization, employee relations, payroll, HR operations, labour compliance, and HR reporting across project-based environments. Handle payroll-related employee issues, coordinate with payroll teams to resolve salary, leave, attendance, and other employee concerns, and prepare employment contracts in line with client requirements, Libyan Labour Law, and company policies. Delivered 100+ hires per month, led a 10-member recruitment team, and supported manpower requirements across 198+ client projects in Saudi Arabia.

CORE COMPETENCIES

- Libyan Labour Law Compliance
- Employee & Industrial Relations
- Payroll & Compensation Administration
- Talent Pipeline Development
- Blue-Collar & White-Collar Recruitment
- International Recruitment & Mobilization
- Talent Acquisition & Bulk Recruitment
- Workforce & Manpower Planning
- HR Operations & Administration
- Compensation & Benefits Administration
- Training, Development & Onboarding
- Performance & Succession Management
- HR Reporting & Workforce Metrics
- HRIS / ATS / ERP (Oracle HRMS)
- Qatar & Libya Labour Law Compliance
- Visa & Immigration Compliance
- Grievance & Disciplinary Management
- Manpower Budgeting & HR Cost Control
- Rotational Workforce Management
- EPC & Oil & Gas HR Support
- Offshore / Onshore / Shutdown Workforce
- HR Policy Development
- Multinational Team Leadership
- Stakeholder & Project Management
- Vendor & Subcontractor Coordination

PROFESSIONAL EXPERIENCE

Human Resources Manager | INTECH – Industrial Technology Oil Services

Tripoli, Libya | Jun 2024 – Present

EPC, inspection, and maintenance projects supporting Petrofac, Waha Oil Company, and Greenstream Gas; onshore, offshore, shutdown, maintenance, and rotational workforces across multiple site locations.

- **Lead manpower planning and workforce deployment** across EPC, inspection, maintenance, shutdown, offshore, onshore, and rotational sites, aligning recruitment priorities with project schedules and mobilization timelines to support timely workforce deployment.
- **Manage blue-collar and white-collar recruitment** across multiple locations, covering expatriate and local hires for project-based, rotational, long-term, and short-term requirements.
- **Coordinate with project managers, site teams, and subcontractors** to forecast manpower needs, prioritize critical vacancies, and support timely deployment of project personnel.
- **Manage end-to-end international mobilization** covering recruitment, visa and immigration processing, travel, onboarding, documentation, and employee records for expatriate and local personnel.
- **Handle employee relations, grievances, and disciplinary matters** across project sites in accordance with Libyan Labour Law and company policy.
- **Manage payroll, compensation, benefits, annual performance appraisal, and bonus processes**, maintaining accurate and policy-compliant HR administration.
- **Deliver training and development programs**, update HR policies, and prepare employment contracts in line with Libyan Labour Law and company requirements.
- **Prepare monthly HR reports** covering manpower, recruitment, payroll, attendance, leave, turnover, training, performance, and compliance using ATS, HRMS, ERP, and Oracle HRMS.
- **Supervised and coordinated a 5-member HR/admin team** comprising three site-based HR/admin staff, one office-based HR professional, and one secretary, supporting HR operations across project locations.

HR Administrator – Talent Acquisition & Workforce Planning | Jaddarah Workforce Service Company

Jubail, Saudi Arabia | Jan 2022 – Mar 2024

Workforce services organization supporting 198+ client projects across construction and EPC in Saudi Arabia.

- **Managed payroll-related employee concerns** involving salaries, leave, attendance, and other HR issues, coordinating with the payroll team to resolve conflicts and ensure timely resolution.
- **Delivered 100+ blue- and white-collar hires per month** across EPC and construction projects, meeting bulk manpower requirements within agreed deployment timelines.
- **Led a 10-member recruitment team**, allocating sourcing priorities and workloads against project manpower schedules to support concurrent hiring requirements across 198+ client projects.
- **Coordinated international recruitment and workforce mobilization** across multiple source countries, covering sourcing, documentation, visa requirements, and travel for 198+ client projects.
- **Built candidate pipelines** through ATS platforms, job portals, and international sourcing channels, maintaining coverage for critical blue-collar and specialist project roles.
- **Reviewed hiring, visa, and workforce documentation** against Saudi labour requirements, supporting compliant mobilization across all client engagements.

HR Supervisor | United Readymix WLL

Doha, Qatar | Sep 2015 – Nov 2021

Full-spectrum HR covering payroll, recruitment, employee relations, training, and compliance under Qatar Labour Law.

- **Managed payroll for a multinational workforce**, processing overtime, leave entitlements, and deductions in line with Qatar Labour Law.
- **Handled employee grievances and disciplinary cases** and delivered frontline-manager training in conflict resolution and communication, contributing to fewer grievance and arbitration cases.
- **Managed recruitment** from screening through interviews, evaluation, and onboarding, supporting timely hiring and employee readiness across departments.
- **Advised employees and managers** on Qatar labour requirements, leave, working hours, and benefits, while maintaining accurate HR records and documentation.
- **Delivered training, orientation, and onboarding programs** to support employee integration and role readiness.

HR Executive | Just Dial Ltd.

Noida, India | Jun 2009 – Aug 2015

HR and administrative operations covering recruitment, employee relations, compliance, and office administration.

- **Managed end-to-end recruitment** across multiple departments — advertising on Indeed, LinkedIn, and Naukri, screening, coordinating interviews, and completing onboarding.
- **Advised line managers** on employee relations issues including workplace conflicts, performance matters, and pay-related concerns; conducted exit interviews and actioned feedback.
- **Maintained HR databases and employee records** with accuracy, confidentiality, and data integrity in compliance with applicable Indian labour requirements.

KEY CAREER ACHIEVEMENTS

- **Delivered 100+ hires per month across blue- and white-collar roles, supporting manpower requirements for 198+ client projects in Saudi Arabia within agreed deployment timelines.**
- **Led a 10-member recruitment team**, coordinating sourcing priorities and bulk hiring campaigns across concurrent EPC project schedules.
- **Built 16+ years of international HR experience** across Saudi Arabia, Qatar, Libya, and India — EPC, oil & gas, construction, shutdown, and rotational workforce environments.
- **Reduced grievance and arbitration cases** at United Readymix WLL through structured frontline-manager training in conflict resolution and communication.
- **Used ATS, HRMS, ERP, and Oracle HRMS to support recruitment workflows, workforce reporting, employee records, and HR administration.**

EDUCATION

MBA / PGDM – Human Resources & Marketing | Institute of Management Education (IME), Ghaziabad, India | 2010 – 2012
Bachelor of Information Technology | Kuvempu University, Karnataka, India | 2006 – 2009
Higher Diploma in Computer Application | NIIT, Delhi South Extension Centre, New Delhi, India | 2007 – 2008

TECHNOLOGY & HR SYSTEMS

HR / Enterprise Systems: Oracle HRMS | Odoo HR | Zoho | ATS | HRMS | ERP
Recruitment Platforms: Gulf Naukri | Naukri | Indeed | LinkedIn | Bayt | GulfTalent
AI & Digital HR: Custom GPT | ChatGPT | Microsoft Copilot | Claude | AI-Assisted Recruitment | Recruitment Automation | Microsoft Office with AI-assisted workflows

LANGUAGES

English – Professional Working Proficiency | **Hindi** – Native | **Urdu** – Native | **Arabic** – Basic | Reading: B2

ADDITIONAL INFORMATION

Nationality: Indian | **Driving License:** Category A & B | **Relocation:** Open to international relocation | **Availability:** Available based on notice period