



# Gokul Anbazhagan

## PROFESSIONAL SUMMARY

Accomplished HR professional with extensive expertise in Onboarding & Mobilization, employee life cycle, People advisor and off boarding. Proven ability to manage the client's enquires and work effectively with internal teams. Skilled in issuing visa management, strategic planning, risk management, and organizational development. Adept at using data for decision-making and ensuring adherence to employment law. Committed to talent management and enhancing operational efficiency within dynamic business environments.

## CONTACT

- Riyadh, Saudi Arabia
- +966 570447693
- gokulanbalagan@gmail.com

## SKILLS

- Onboarding/mobilization
- Off-boarding/ employee life cycle
- Qiwa/GOSI, Muqem usage, Ajeer
- Key account management
- Process streamlining & efficiency improvement
- Compliance & clarification
- Ability to work with international teams
- Issue KSA visas
- Ability to analyze and use data for decision making
- Strategic planning and execution
- Ability to handle multiple tasks and prioritize effectively
- Handling risk
- HRIS knowledge
- Employment law knowledge
- Organizational development
- Microsoft Office Suite
- Customer service excellence
- Talent Management
- Payroll administration

## LANGUAGES

### Arabic

Fluent

### English

Advanced (C1)

### Hindi

Fluent

## WORK HISTORY

**Sr. Assignment Support Coordinator** 05/2024 - Current  
**NES Global Arabia** - Riyadh, Saudi Arabia

- Company Overview: Over 80+ offices around the globe  
Website: <https://www.nesfircroft.com>
- Clients: Atkinsrealis, WSP, Systra, Buro Happold, Jacobs, Yokogawa, Hill international, Cundall, SNC Lavelyn, Faithfoul & Gould, Currie&Browm, etc.
- Providing onboarding, mobilization, employee lifecycle & off boarding support the aforementioned companies
- After issuing offer letter to the candidate either internally or externally, the candidate's expenses will be analyzed and work orders sent to clients for signature, ensure all the fees are covered.
- **People Advisor** - assisting for post iqama number issued, family visa. Medical insurance. COC, exit/re-entry issuance and etc.,
- **Onboarding** - includes examining candidate documents and applying visa, issuing job contract, and engaging with local visa partners, if it is local transfer will send the request via Qiwa.
- **Mobilization** - Upon arrival in the Kingdom will process medical test, medical insurance & iqama issuance.
- **Lifecycle** - Responding to employee enquires such as Exit/re-entries, iqama renewal, insurance related, payroll queries, family iqama processing, and HR letters.
- **Legal** - Ensure they have a valid contract in Qiwa and other documentations.
- **Off-boarding** - closing contract in Qiwa, issuing final exit, final settlement & other documents.
- Knowledge of the government system, including Qiwa, Muqem, GOSI, and the Saudi Council of Engineers, QVP, Mosadaqa.
- Working closely with both internal and external stakeholders to ensure that operations run smoothly
- If any action is necessary from top management, notify them promptly

**Onboarding Specialist** 05/2023 - 05/2024  
**Massar Business Solutions** - Riyadh, Saudi Arabia

- Company Overview: Website: <https://massaraa.com>
- Clients: Atkinsrealis, Chestertons, SSH, Kaprel, DSA Architect, Kieferle & Partners, Mirage, CBRE, Savills, Moxico Ajan, PMK & etc.
- Key point contact for all those clients from the initial process such as

Tamil

Native

Telugu

Intermediate

finalizing contract agreement questions, work orders (PO), HR operations related enquires, invoicing & payment follow ups

- Expertise in visa categories and issuing the suitable one to success in the visa stamping
- Led a team of onboarding specialists to successfully onboard and integrate many international representatives to ensure the timeline given by the client
- Initiate orientation before starting the onboarding process to the candidate explaining the policies, KSA labor law, benefits, visa sponsorship, company standards, timeline, documentation & representative for communication
- Conducted regular audits of the onboarding process to ensure compliance with legal and regulatory requirements, resulting in a 100% compliance rate and mitigating potential risks for the organization
- Expertise in the government portals, job contracts, vendor documents & legal documents
- To onboard candidates from UK, US, GCC, South Africa, Australia, Canada, Philippines, Chile, India, Pakistan, Egypt, Jordan, Zimbabwe, Sri Lanka, etc.

#### **Shared Support Services**

12/2015 - 02/2023

##### **AL BAPTAIN CONTRACTING CO. - Saudi Arabia**

- Communication between site and head office.
- Closely work with Project Managers.
- Handling petty cash in efficient way and recording invoice in Oracle.
- General administration including managing budgets and ensuring cost-effectiveness, liaison & negotiation with vendor, implementing new policies to achieve the business goals.
- Handling timesheet, overtime & enquiries, Processing for vacation & exit.
- Vehicle management – Regular inspections, servicing, monitoring driver's overtime.
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.
- Maintaining up to date records for manpower supplier agency to validate timesheet & invoice.

#### **DOCUMENT SPECIALIST**

12/2012 - 12/2015

##### **WILLIAMS LEA India Pvt. Ltd. - Hyderabad, India**

- Meeting with departmental representatives to discuss HR issues, referring issues to senior HR staff
- Coordinating prospective candidates, interviewing them and administering offers.
- Welcome new staff and introduce them to their work environment, updating new employee data on to the SAP system, give authorization to access doors, arranging initial documents for bank account, ESI & PF
- Keep employee information up to date.
- Make roaster on monthly basis and arrange the transportation accordingly.

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## **EDUCATION**

**M.C. A.**, 01/2009 - 01/2012

India

World Education Services (WES) authenticated degree report.

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## **REFERENCES**

References available upon request.