



## Mahdi Montakhabi

Ref: C212-482

Years of experience: 10

Human Resources Manager

Omega Offshore Group

Age:

**34 years old**

Marital status:

**Married**

Military Service:

**Completed**

Current Location:

**Iran, Tehran**

Nationality:

**Iran**

Preferred Locations:

**Tehran , Outside of Iran**

Salary expectation:

**100000000 IRR , Per month**

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## WORK EXPERIENCE

PRESENT

**Human Resources Manager** . 5 mos

**Omega Offshore Group** . Iran. Tehran . Tehran

MAY 2019

Omega Holding is a start-up group, active in field of offshore oil and gas engineering, staffing, commissioning, cable and pipe laying.

my main duties as human resources manager:

- Calculation and submitting payroll for all the companies of the group (Including Omega, QOPPA, IOTA and GAMMA)
- Managing supportive duties such as security, services, cash journal, correspondences and so on.
- Managing training and development process in accordance with group strategies.
- Managing recruitment and replacement plans.
- Designing Organizational charts of the group and applying the changes.
- Preparing and distributing the employee's contracts.
- Designing the procedure and handbooks of company.
- Deploying the job assessment process and preparing the job ID's.
- Managing insurance related tasks of the group such as social security, medical insurance and so on.
- Leading the environmental scanning process of the group by rewarding the relevant news.
- Elevating the change potential of the personnel and the group by deploying the change management advises, such as training and demonstrations.
- Deploying the performance appraisal process in accordance with group's policies in certain periods of time.
- Designing the succession plan for key positions of the company and developing the candidates through training.

APR 2019

**HR Welfare, Services and Insurance Supervisor** . 2 yrs 1 mos

**Butane Industrial Group** . Iran. Tehran . Tehran

MAR 2017

Supervising many HR procedures of more than 10 companies of the holding (including Butane Industrial, Butane Gas, Butane Run, Chini Cord, Bitu, Erika, Toola .... which are located in 47 sites of different regions), such as:

- Insurance procedures (social security, medical insurance, life insurance, Car insurance, liability insurance and so on).
- Corporate Services ( house keeping, security, events, cash journal and so on).
- Welfare Plans and incentives (sport plans, fun plans, supportive plans, cultural plans, travels, games and competitions) based on allocated budget.
- Human resources procedures (Senior management loan plans, Employee relation, Consultants, labor law, Contracts, Documentation and implementation of HR procedures).
- Preparing a wide range of reports, in different fields and time spans (weekly, monthly, seasonal and yearly) for senior management.
- Supervising Data entry in different categories of ERP system.
- 60 people from different organizational grades are reporting directly to me.

APR 2019

**HR Consultant** . 10 mos

**Omega Holding** . Iran. Tehran . Tehran

JUN 2018

As a HR consultant I am working on various tasks and procedures such as:

- Legal issues in case of Iranian Labor law
- Talent management in all companies of the group
- Recruitment procedure
- Human resources guide lines
- Payroll and reward calculations
- Organization Chart
- Job descriptions
- Employee relations
- Support and services
- Insurances
- Personnel contracts

FEB 2017

**Compensation and benefits Senior Expert** . 3 yrs 1 mos  
**Butane Industrial Group** . Iran. Tehran . Tehran

JAN 2014

The main HR tasks in my authority were as below:

- Insurance related tasks such as medical insurance, life insurance, third party insurance, social security insurance, car hull insurance and so on.
- Designing, documenting and implementation of all HR processes.
- Managing the HR procedure in ERP projects of company.
- Researching about new standards, laws and national program changes to be applied in domestic procedures.
- Managing all recreational and non-financial aids of company such as sport, bonuses, cultural programs, contracts etc.
- Managing special loan programs for senior management.
- Data entry, Calculating and executing Payroll system.

DEC 2013

**Chief of Welfare and Insurance Section Of HR Department** . 2 yrs  
**DOT(Sadra Group)** . Iran . Tehran

DEC 2011

As chief of Welfare and Insurance Department I was in charge of :

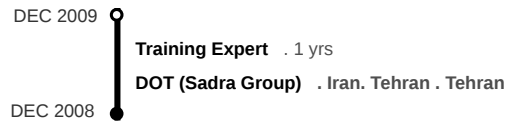
- All social security issues, insurance coverage of all projects (offshore-onshore, oil and gas), Equipment, machinery, vessels and other personnel related insurance matters (medical and so on).
- Welfare programs which are designed to improve the level of job satisfaction. some of these programs were in field of sport and others were travel programs and extra payments.
- Performance evaluation system based on critical incident method.
- Designing and implementing the salary system.
- Managing employee relation issues.

DEC 2011

**Chief of Training and HR Development** . 2 yrs  
**DOT(Sadra Group)** . Iran. Tehran . Tehran

DEC 2009

Many Training programs were planned in our company in order to qualify and refresh our experts in our important projects. Many of these programs are performed by international institutes such as GL, TUV ETC. we also worked on many aspects of human resources development and prepared many reports for senior management.



I have started to work in DOT company as training assistant.

We had many training projects in our company specially in engineering and offshore field.

After a while I was appointed as HR expert in order to deal with HR tasks such as Performance Management, Recruitment, Compensation and Benefits and Designing HR Procedures (with cooperation of QM department).

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## EDUCATION

**Qom** . Iran  
Bachelor(BSc/BA) 2005 - 2009  
English literature

**Alame Tabatabaei University** . Iran, Tehran  
Master (MSc/MA) 2012 - 2016  
Public administration (Human Resources area of study)

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## TECHNOLOGY SKILLS

KARA2000	Advanced	.....
Django	Intermediate	.....
MySQL	Basic	...
SAP	Intermediate	.....
Microsoft Office	Expert	.....
Python	Intermediate	.....

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## LANGUAGE SKILLS

French I can understand a little  
Persian (Farsi) I can speak as good as a native speaker  
English I can speak fluently without any problems

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## CERTIFICATE

**IMS** . 2011  
DOT . IRAN

**Transportation Insurance Course** . 2011  
ICCIM . IRAN

**Iranian Labor Law** . 2012  
Industrial management organization . IRAN

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COMMENT

This fellow is very sociable with good communication skill and ability to work in groups and meeting deadlines.  
I am multi skilled in many fields of HR and Insurance.  
As the time goes by, improvements in case of skills and abilities are in constant progress.

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