

Sam Abiseik Jego

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WORK EXPERIENCE

NRP Projects Private Limited

Chennai, Tamilnadu

HR Executive

Aug 2020 - Oct 2024

- Managed recruitment, payroll, employee relations, and performance reviews for project teams.
- Oversaw accommodation, food, and travel logistics for 300+ staff members.
- Implemented training programs and ensured compliance with labor laws.
- Coordinated workforce planning and resource allocation for major projects, including IOCL Top Terminal and Petregaz Pipeline.
- Developed HR reports to track performance, payroll, and staffing metrics.

EDUCATION

Manonmaniam Sundaranar University (MSU)

Thirunelveli, Tamilnadu

B.Com - Commerce

Graduation Date: Apr 2019

PROJECT EXPERIENCE

IOCL TOP TERMINAL PROJECT

Hydrabad, Telangana

Hr Executive

Dec 2020 - Oct 2024

- Managed recruitment, payroll, staff allocation, and logistics for 300+ employees, ensuring compliance with labor laws.
- Verified vendor bills, managed payments, tracked expenses, and developed reports for payroll, staffing, and project progress.

Petregaz, Cross country pipeline

Aug 2020 - Dec 2020

- Managed staff schedules, payroll, logistics, and ensured compliance with safety and labor laws.
- Processed vendor bills, tracked expenses, and supported HR with recruitment and onboarding.

LEADERSHIP EXPERIENCE

NCC

Nagercoil, Tamilnadu

Cadet Under Officer

- Participated in NCC during college days, developing discipline and leadership skills.

SKILLS & INTERESTS

HR Management, ERP Systems Knowledge, Database Management, Employee Relations, Communication,
Skills: Administrative Support, Applicant Tracking, Basic Accounting, Business Administration, Event Coordination, Filing Systems, Multitasking, Microsoft Office, Invoicing, Processing Payments, Scheduling, CRM

Traveling: Exploring New Places And Cultures To Gain Different Perspectives, Fitness: Engaging In Regular
Interests: Workouts To Maintain Physical Health And Well-Being, Photography: Capturing Moments And Landscapes To Improve Artistic Skills

LAGUAGE

English: Fluent in speaking; proficient in reading and writing.

Hindi: Fluent in speaking and understanding; cannot read or write.

Tamil: Native language; proficient in reading, writing, speaking, and understanding.

Malayalam: Fluent in understanding and speaking.

Telugu: Beginner in speaking and understanding.