

	Giuseppe Palermo	Languages: Italian, English, French
		Computer Skills: MS Office, MS Windows, DOS, Lotus, MS Project, AutoCAD, C++, HTML, JavaScript, ASP, Primavera, SAP, AS400, Altamira, Zucchetti, Recruit web tools (LinkedIn, Naukri, Oil and Gas Job Search, Indeed)
	Date of birth: 1975	
	LinkedIn: https://www.linkedin.com/in/giuseppe-palermo-9303301a/	

PROFESSIONAL PROFILE:

My key talents are the HR Analysis & Organization, the staff planning and Recruiting for Plant/Project (Start-up and already ongoing), Production and project during the construction, commissioning and Production & Maintenance activities.

I'm a senior HR Professional able to lead in autonomy way the Organisational, development and learning strategies. I've managed the HR's Plans and Policies with particular attention at costs and budgets.

I've gained the leadership and expertise for the full scope of HR functions including with collar and blue collar, employee relations, benefits compensations, employee engagement, training and development, organization changes and human resources communication. In according with the Projects/Plants I've managed the entire recruitment and selection process of personnel job vacancies and the on-boarding administration processes (SARE, Unilav, Transfer), employee relations, payroll, design compensation packages and bonus programs that align with the company's strategic plan.

PROFESSIONAL EXPERIENCES:

Period: 2019 – Till Now

Company: Profile Middle East LLC ((Engineering Technical Service) <https://www.profileme.ae/>

Location: Italy and UAE

Qualification: HR Business Coordinator

Duties: Responsible to define and analyse organizational and HR policies for new plant projects.
Responsible to update accounting and managerial organizational charts, to manage budget and forecast headcount and costs plans, to monitor and to analyse labour cost.
Managing third-party HR Contractors resources such as agencies and consultants.
Preliminary studies for the cost of personnel as per current legislation: general overview, general information, calculating labour costs: personnel, cost benefit analysis, salary, tax, pension, compensation and benefits.

Period: 2017 – 2019

Company: Bonatti Spa (International General Contractor which provides Engineering, Procurement, Construction and Operation & Maintenance, 12.000 employees)
<http://www.bonattinternational.com/>

Location: Parma – Italia (Headquarter) and Foreign Countries (Plants/Projects, See Details)

Qualification: HR & Operation

Duties: Lead and implement new HR projects and initiatives such as: reorganizational department changes, health and safety prevention programs, compensation and benefits, performance management and evaluation tools.
Develop communications to facilitate the deployment of HR initiatives throughout the organization for two new plants in Egypt and new branch Romania.
Projects in Romania, Egypt, Libya, Algeria, Kazakhstan, Mozambique, Mexico, Greece

Period: 2015 – 2017
Company: Profile Middle East LLC (Engineering Technical Service) <https://www.profileme.ae/>
Location: UAE and QATAR
Qualification: Recruitment and Organization Manager
Duties: Manages, designs, and implements policies and procedures relating to organizational development. Manage a team of HR recruitment and HR Operation Department, ensure the interface between the Recruitment Department and the Projects/Plants. Manage submittals from external recruiting agencies as well as negotiate agency contracts and terms for EMEA Area. Elaboration of the budget and the society costs for the personnel. Manage a Recruiting and Operation Team for all the expatriate documentation. Ensure relationships with local authorities and coordinate with the main client, to obtain visas, residence and work permits. Manage and organize trainings for the employees.

Period: 2012 – 2015
Company: Power-Tech Srl (Man-power company authorized by the Italian Ministry of Labour) https://www.power-tech.it/index_en.asp
Location: Novara – Italy and Foreign Country
Qualification: See Details
Duties: 2014 – 2015

Qualification: HR Expatriates Coordinator
Organizing and coordinating the operations and functions of General Service Officer between the Recruiting department, HR Department and HR Logistic Department.
Assist the HR Department and HR Logistic Department for International Transfers, Domestic Transfers (for expatriates), Repatriations, Termination activities and logistics during the activities.
Review and maintain compliance with HR policies and procedures.
Elaboration of the budget and the society costs for the personnel.
Ensure a Process modelling / improvement, change
Manage and organize training for the employees in according with the local and state funding.

2012 – 2014

Qualification: Senior HR Recruiter
Recruitment, Selection and Placement of employees.
Manage the recruiting process to meet client's hiring goals through the use of effective resource tool management and use of applicant tracking system.
Contacting candidates, following-up with candidates and managing candidate.
Negotiate terms of hiring offer, intimate candidates on opportunities while explaining company's benefits.
Scheduling interviews, briefing and debriefing candidates before and after interviews.
Posting job descriptions on job boards, and tracking posting status and results.
Review and maintain compliance with HR policies and procedures.

The main customers in various project in Italy and foreign countries are: Eni Group, Saipem, Tecnomare, Skema Tozzi, Danieli, Cnim, Techint, Worley Parsons, Bonatti, Ansaldo Energia, Maire Tecnimont, Enelpower, EnelGreenPower, ABB, and Petrofac.

Period: 2008 – 2012
Company: Elettra Energia Spa (Man-power company authorized by the Italian Ministry of Labour) <https://www.gruppoets.com/>
Location: Cameri (No) – Italy
Qualification: HR Recruiter / HR Recruitment Specialist
Duties: Scouting and selection of the personnel for various projects (national and international scouting activities, interview "face to face" and/or in "call conference", continuous relationship with the candidates). Elaboration of the budget and the society costs for the personnel. On-boarding administration process management, man-power mobilization & demobilization, employment contract, employee relations, compensation & benefits administration, personnel operations. Take part in monthly analysis regarding non-fixed payments (such as overtime work, working on holidays, night shifts etc.).

Ensure the Technical support for Client's Tender.
Prepare Job Descriptions for sending job openings to Sub-Contractors.

The main customers in various project in Italy and foreign countries are AgipKco Onshore and Offshore, AgipKpo Onshore, NCOC Onshore and Offshore, Eni Onshore and Offshore, Saipem Onshore and Offshore, Syndial, Stogit, Snam Rete Gas, Ansaldo Energia, Alstom Power, EnelPower, Eon Energy, Edison, SunPower, Bonatti, Impregilo Fisialtimpianti, Foster Wheeler, Fata Finmeccanica, Danieli, NDC Onshore and Offshore, Basis Engineering Srl, Total.

Period: 2004 – 2008
Company: TopSoft S.r.l. on behalf of Hewlett – Packard (HP)
<http://www.topsoft.it/>
Location: Novara, Milano – Italy
Qualification: Organization and Operation Coordinator
Duties: Schedule the work activities of the personnel.
Provides expertise in strategy development and execution, planning and facilitation of employee relations efforts.
Responsible for the Process modelling/improvement, change/design of organization within the company.
Training for MS Windows, MS Office and European Computer Driving Licence (ECDL) in Private Company.

Period: 2000 – 2003
Company: Mondial Service Security (Company reported by the Ministry of Interior for security services)
Location: Milano – Italy
Qualification: Service and Logistic Organization
Duties: Organization of IT team work within department.
Organization of warehousing & inventory management systems.

Period: 1996 – 1999
Company: Free Consultant
Location: Novara – Italy
Qualification: IT Technician on behalf of Private and Public Company.

Period: 1996
Company: DeAgostini Spa
<https://www.deagostini.com/it/>
Location: Novara – Italy
Qualification: IT Technician

- Education:
- “Bachelor Degree Philosophy and Communication” – Amedeo Avogadro Piemonte Orientale – Vercelli.
 - Four years “Mechanical Engineering” – Politecnico di Torino
 - Technical Diploma: Specialization in Mechanical Discipline.
- Trainings:
- “The establishment of the employment relationship – the Libro Unico situation, the fulfilments of the employer and the choice of employment contract” – ISPER Milano.
 - “The end establishment of the employment relationship” – ISPER Milano.
 - HR Administration – Enaip Oleggio (No).
 - Internal Audit ISO9001:2008 (certification) - Bureau Veritas.
 - “Good Communication and Public Relation”.
 - “Italian law, article 231/01”.
 - “Time Management”.
 - “Project Management and Lean Management “.
 - “Privacy and Personal information”.

I authorize the use of my personal data according to the D. Lgs. 196/2003