



♂ Masculin

📍 Chişinău

Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Manager Resurse Umane

Despre mine

WORK EXPERIENCE

„Arhiconi-Group” S.R.L.

March 2008 - present Maternity leave

July 2007 - present

Human resources manager

- HR strategy elaboration;
- full process of recruiting and selecting personnel realizing;
- trainings elaboration and providing;
- job descriptions elaboration;
- participating at framework of organization improving;
- work conflicts settling;
- monitor job satisfaction, general motivation, quality performance, and skill development needs of employees;
- participation to personnel specific marketing events (job trade, collaborating with different organizations and associations);
- coordination of human resources department.

“Bajura - Com” S.R.L.

December 2006 – July 2007 Human resources manager

- organization and providing the recruitment process of personnel selecting;
- psychological evaluation of employees, of psychological staff climate;
- elaboration and updating of job descriptions ;
- modification of framework of organization in order to increase the company’s activity efficiency;
- elaboration and implementation of the evaluation and stimulation system of the sales department personnel;
- work conflicts settling;
- data base of employees maintaining (1C);
- participation to personnel specific marketing events (job trade, collaborating with different organizations and associations);
- issuing of the personnel’s documents (contracts, leave requests).

City Department of State’s Guard

January 2005 –January 2007 Psychologist

- human resources primary selecting;
- psychological evaluation of employees for promotion;
- employees personal files elaboration (psychological characteristics, test results, discipline observations);
- psychological counseling;

- tests elaboration and validate for psychological employees evaluation;

- organisation of trainings and seminars.

NGO « Institut of Penal Reforms»

October 2003 – July 2005 Psychologist

- psychological interviewing and testing of delinquent adolescents in order to give psychological recommendations ;
- psychological counseling.

NGO «Every Child»

June 2003 – June 2004 Psychologist, social assistant

- plasament and monitoring of the children in substitute families;
- elaboration and settling of trainings for adoptive parents;
- psychological and social assistance.

EDUCATION

Sept. 1999 – June 2004 Moldova State University

- specialty: psychology
- qualification: “psychologist”

PROFESSIONAL SKILLS AND KNOWLEDGE

- windows, MS Office, internet – experienced user;
- good knowledge of application of Labor Code;
- extensive experience of psychological evaluation of employees, personnel selection and head-hunting.

DIPLOMAS

- certificates of graduation two years course in english, «Studium» Language

Center (2005, 2004);

- certificate of graduation “The Application of E. Erikson’s Integrative Model to

SFBT” – workshop (2004);

- Certificate of graduation “Solution Focused Brief Therapy” (SFBT) – workshop (2003).

LANGUAGES

- roumanian: native
- english: uper intermediate (writting, speaking, reading)
- russian: advanced (writting, speaking, reading)
- french: intermediate (writting, speaking, reading)

ADDITIONAL INFORMATION

- References on request
- Personal qualities: organizational capacities, responsible and strong-willed, initiative, analytical and communication skills;
- Hobbies: reading, interior design.

20.03.2009