



👤 28 ani
 ♀ Feminin
 📍 Chișinău



Preferințe

- Full-time
- Flexibil
- Part-time
- Hibrid (Oficiu/Acasă)

Limbi

- **Română** · Mediu
- **Rusă** · Fluent
- **Engleză** · Comunicare
- **Ucraineană** · Comunicare

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

IT Recruiting Manager

Despre mine

Experienced and effective full-cycle IT Recruiter/HR Generalist with over 5 years of experience in the IT field and a background in Sales.

I have experience in interviewing, Boolean search, X-Ray search, technical recruiting, on-boarding, off-boarding.

- Sourcing;
- Interviewing;
- X-Ray Search,
- Boolean Serch;
- Pre-screening;
- Strong leadership skills;
- Great listening skills;
- Analytical decision-making skills;
- High communication and interpersonal skills;
- IT Recruiting;
- Creation and description of processes;
- Labor law and labor code;
- Team player;
- Hard working;
- Motivated and dedicated;
- Negotiation skills;
- Time management skills.

Experiența profesională

Recruiting Manager · Introdect

August 2021 - Prezent · 3 ani 6 luni

- Building Recruiting process and describe it;
- Researching and source IT job market;
- Sourcing of candidates (Upwork, DOU, Djinni, Linkedin, Github);
- Created and maintained a talent pipeline by sourcing and recruiting qualified candidates;
- Creating job descriptions and job postings;
- Proactively engaged with managers to gather necessary information and ensure a smooth flow of communication;
- Collaborating with hiring managers to develop interview criteria and establish a consistent evaluation process;
- Maintaining accurate and detailed interview records and documentation for future reference.

- Selling the job opportunity to candidates;
- Addressing candidate objections;
- Working with different markets (Poland, Romania, Ukraine, Moldova, Azerbaidjan, Kazakhstan ;
- Checking the level of English;
- Process integration in People Force;
- HR (documentation) operations (hiring, transfer, dismissal of employees);
- Onboarding process;
- Negotiated and finalized offers with candidates and hiring managers.

HR Manager · Qoobus

Iunie 2020 - Iulie 2021 · 1 an 1 lună

- Recruiting;
- Onboarding process;
- HR operations (hiring, transfer, dismissal of employees);
- Search for new employees;
- Interviewing of candidates;
- Adaptation and certification of personnel;
- Keeping personal files of employees;
- Development of staffing table and job descriptions;
- Payroll calculation and maintenance of relevant documentation;
- Making up a vacation schedule, calculating vacation pay;
- Own interview algorithm development;
- Systematization of the resume database and simplification of its maintenance.

For Sales department:

Development of a salesman's book. Development of the technical structure and terms of reference of the admin panel (CRM System). Development of scripts and building the KPI system.

Business Analyst · Kivork

August 2019 - Iunie 2020 · 11 luni

- Search for platforms for advertising air tickets;
- Advertising and monitoring of advertising campaign processes;
- Issue of bids in different market segments;
- Competitors analysis;
- Analysis of incoming bids, their costs, expenses and profits;
- Preparation and maintenance of reports in Google Sheets.

Project Manager · Midnight Works

Martie 2019 - Iulie 2019 · 5 luni

- Project documentation;
- Analysis of possible risks;

- Participation in the selection and approval of the project team;
- Definition of the required resources and working environment their distribution within the team;
- Setting the working process in a team (development testing, work with the requirements);
- Prioritization of tasks;
- Tracking of tasks load and progress by tasks of each developer;
- Tracking the timing of tasks;
- Keeping the team in working order, team motivation;
- Creation of a transparent communication environment between all participants in the process;
- Tracking project satisfaction with

HR Manager · Midnight Works

Octombrie 2018 - Martie 2019 · 5 luni

- Recruiting;
- Search for new employees;
- Conducting interviews;
- Registration/ dismissal of employees;
- Working with documents.

Domeniul dorit

- IT, Tech

Studii: Superioare

Moldova State University Diploma of Licence higher education

Absolvit în: 2020

Facultatea: Finance

Specialitatea: Enterprise Accounting

Moldova State University Diploma of Licence higher education

Absolvit în: 2018

Facultatea: Economy

Specialitatea: Business and Administration

Cursuri, training-uri

HRBP

Absolvit în 2020

Organizator: SmartSolver