



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

HR / Administrative specialist

Despre mine

- Recruiting
- Personnel organisation
- Event management

Experiența profesională

HR Manager · Fortus Group · Chișinău
Octombrie 2024 - Ianuarie 2025 · 4 luni

- Coordinate and schedule recruitment activities, including interviews and onboarding.
- Manage training schedules and logistics, ensuring proper venue, materials, and attendance tracking.
- Oversee workforce planning, including staffing assignments and resource allocation to meet operational needs.
- Maintain HR records, track employee status changes, and manage workforce data for reporting and planning purposes.
- Support logistical aspects of employee engagement activities, such as company events, training sessions, and team-building exercises.

Competențe: Organizare, Lucrul in echipa, Recrutare, Logistica

Recruiter · IT Company · Chișinău
Noiembrie 2020 - Septembrie 2024 · 3 ani 11 luni

- Recruiting
- Client data base management
- CRM management

Competențe: Recruiting, Sales

Administrative assistant · Accent Electronic · Chișinău
Septembrie 2018 - Februarie 2019 · 6 luni

- Support at organizing events
- Support of the recruitment team
- Different administrative responsibilities

👤 33 ani
♀ Feminin
📍 Chișinău
💰 15 000 MDL

in

TOP Competențe

- **Recruiting** · 3 ani
- **Sales** · 3 ani
- **Logistica** · 4 luni
- **Recrutare** · 4 luni
- **Lucrul in echipa** · 4 luni
- **Organizare** · 4 luni

Preferințe

- Full-time

Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent
- **Italiană** · Fluent

- Checking and verifying documents
- Translating services

HR Generalist · CSM Uniform · Chişinău

Noiembrie 2017 - Iunie 2018 · 8 luni

- Recruiting and administrative activities

Junior Recruiter · Stefanini · Chişinău

Iunie 2017 - Septembrie 2017 · 4 luni

Responsibilities:

- To execute recruitment & selection activities: screens, interviews and evaluates candidates for open positions and to provide expertise, advice and contingency support to line management in the recruitment of their staff
- To follow up the workforce plan: works within plan & time and provides information to contribute to the objectives set for proper use of and control of resources
- To monitor policies, systems and procedures: provides input, implements and maintains policies, systems and procedures to ensure efficient, consistent and cost-effective execution of operations
- To optimize the recruitment strategy, process and methods: provides input to and executes the recruitment unit's strategy and specific implementation programs to support internal customers with cost effective and reliable support operations (e.g. recruitment methods, new channels of distribution)
- To set up recruitment related projects
- When required, can be active member of other HR related projects such as Comp & Ben, Employee relations, etc.

HR Assistant · BHuman · Milano

Martie 2016 - Octombrie 2016 · 8 luni

- Recruiting activities: CV screening, organizing face-to-face and Skype interviews, presentation of a shortlist of candidates
- Administration activities: support to monitor employees' attendance, maintaining the current database, organizing the permits and manage the HR-related documentation, such as contracts of employment, personal files.
- Training: scouting of courses, assure the correct management of skill documentation, identifying useful tools to develop the employees
- Event Management: Support at organizing internal events and team building activities

HR Intern · PI3&Partners · Milano

Noiembrie 2015 - Ianuarie 2016 · 3 luni

- Recruiting SAP consultants of various modules, such as Finance, Controlling, Logistics, for Italy and Switzerland

- Providing advice, assistance and follow-up on company policies, procedures and documentation
- Providing support for setting up and processing full-time and part-time contracts
- Managing the SAP database (HR Module)
- Analyzing the most suitable profiles for the company, according to the budget and the framework of the position
- Assessing candidates
- Presenting monthly reports for General Direction

HR Intern · Clarinet · Milano

Martie 2015 - Septembrie 2015 · 7 luni

- Assuring regular follow-up with managers to determinate the effectiveness of recruiting plans and implementation
- Screening the national and international candidates for technical positions, of different level of seniority
- Managing the database of 10.000 international candidates
- Conducting telephone interviews
- Increase the professional network with various technical profiles

Domeniul dorit

- Resurse Umane

Studii: Superioare

University of Study Of Milan

Absolvit în: 2014

Facultatea: Human Resources

Specialitatea: Human Resources Management

Cursuri, training-uri

Payroll Course

Absolvit în 2016

Organizator: Spina & Spina

Specialist Resurse Umane

Absolvit în 2019

Organizator: HR Portal