

AIM

To obtain a position of a Human Resource specialist in an international company

SUMMARY

A HR Manager with 10+ years of experience in HR field and practical understanding of business needs. Highly effective at incorporating leadership skills to achieve business objectives. Experienced in HR planning, recruitment, developing systems of motivation, developing employee welfare programs, identifying training needs and conducting trainings, employee grievance handling, health and safety strategies, conducting interviews. Direct all stages of staffing that included sourcing, salary negotiation, rewards. Coach and counsel employees to improve skills and set up professional career plans. Conduct annual performance reviews and determine career goals.

CORE COMPETENCIES & SKILLS

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|-----------------------------------|--|
| ♦ Human Resource Management | ♦ Training and development |
| ♦ Hiring and Retention Strategies | ♦ Sales Management |
| ♦ Rewards and Motivation | ♦ Marketing Management |
| ♦ Leadership Skills | ♦ Workers' Compensation Administration |

PROFESSIONAL EXPERIENCE

(LOCAL SHOP AND INTERNET-BASED SHOPS AND CAFÉ, UKRAINE)

Private Entrepreneur, May– present

- Work on more than one sales project at a same time (the Internet-based shops and Cafe)
- Analyze competitive products in terms of reliability and features, and added these items to a catalogue
- Calculate sales forecasts for newly added products and communicated with direct suppliers
- Define the financial budget and targets for new sales for different product range
- Train new members of the sales force to ensure labour productivity
- Creating quality content for the Internet-based stores
- Communicate with the company's partners - dealers of products, signed 12 import-export contracts
- Logistics management and cooperation with transport and delivery companies
- Control, analysis and promotion of online advertising (increased sales in 15% per quarter)
- Monitor and control of website positions in Google & Yandex search engines

Achievements

- Increased sales of the online shops from 2015 to year 2016 with a 15% margin
- Developed an effective motivation program for workers and reduced staff turnover in 25%
- Hired employees for building & construction services for NSC Olympiyskiy
- Hired contractors and developed effective system of rewards
- Increased management retention by 25%
- Developed network of customers across the country and abroad
- Opened two local shops and one cafe shop

COMPANY ABC (steel manufacturing & building materials)

Head of Human Resource Department, 2007 – present

- Coached managers on the process of evaluating employees' skills, setting goals, conducting objective performance reviews
- Introduced awards and benefits system to motivate employees and improve productivity
- Handled employee difficult situations in a sensitive, fair and respectful manner
- Worked with legal council, supervisors and management
- Planned and developed on-the-job training programs for employees and career development programs for managers with a focus on retaining existing talent
- Introduced strategies to reduce employee turnover

- Provided coaching aimed at motivating staff to undertake the necessary training required to advance their careers within the company

Achievements:

- Reduced turnover by 15% and significantly increased productivity (among welders, production controllers, operators, etc.)
- Selected, interviewed and hired about 330 employees
- Reduced employee absenteeism to less than 4% by implementing a “no-fault” absenteeism program
- Increase production capacity by 10% by redefining and restructuring work flows

"ABC COMPANY", UKRAINE

Deputy Head of HR Department, Mar 2006-Feb 2007

- Provided coaching and guidance to management and assisted in the development and execution of HR programs developed to reduce turnover among staff
- Built and maintained records of qualified candidates to quickly fill key positions
- Strengthened employee engagement, performance, and productivity

Achievements

- Worked directly with the head of the Department to redesign the company’s HR Strategy and Payroll Function to support employees from other offices in Ukraine
- Subordinates: 12 employees
- Workforce: 1000 employees around Ukraine

YAROSLAVL PAINTS TRADE HOUSE, KHARKOV, UKRAINE (wholesale of paint and varnish materials)

- Participated in human resource policy development
- Developed plans and strategies for the staff motivation
- Translated technical documents (English and German)

EDUCATION

KHARKOV INSTITUTE OF SOCIAL PROGRESS, KHARKIV, UKRAINE

Cambridge Academy of English, GB, 2000

Goethe-Institute Office in Lozova & Frankfurt, Germany, 1997-1999

Language, Literature and Culture of German nation

Certification and Motivation of Employees

Staff Adaptation Training Course

Finance for HR Managers

Strategic Human Resource Management

Development and implementation of competences

ADDITIONAL SKILLS

- ♦ Proficient in Microsoft Office (PowerPoint, Outlook, Word, Excel)
- ♦ Fluent in Ukrainian, Russian, English (written and spoken), German & Italian – Intermediate Level

ADDITIONAL INFORMATION

References available upon Request