

HR / Recruiter

Femeie, 26 ani, superioare studii.

Datele de contact ale candidatului sunt contra cost. Detalii aici: <http://www.rabota.md/cv/>

Salariu
Program de lucru
Chişinău

10000 MDL
Munca la domiciliu / Freelance
Chişinău



Experienţa de munca

2 ani şi 9 luni

septembrie 2020 - octombrie
2022
2 ani

Administrator, HR recruiter

Blue Shark

(Chişinău), Activitatea administrativa, secretariat

Experience:

- Administration of the online store.
 - Directing customers on the phone.
 - Work with the 1C program.
- A year later I started recruiting staff(freelnace).

august 2021 - februarie 2022
6 luni

HR recruiter

Extend Supports

(Chişinău), Cadre, gestionarea cadrelor

I started with staff recruitment for an international company.
Selection of candidates for the right position. We recruited: sales agents, accountant, security agents, lawyers.
I returned in June to the position of Human Resources Specialist.
-In terms of obligations, I had to modify or carry out employment contracts, work with leave requests and orders for each request.
- Work with time tables.
- Work with the Emigration Office.
- Work with the banks for submitting work cards.

aprilie 2021 - august 2021
4 luni

HR

Maestro-Nut

(Chişinău), Cadre, gestionarea cadrelor

Experience:

- Writing and posting announcements on employment platforms.
- Analysis of CVs sent by candidates.

- Carrying out trainings for sales agents.
- Recruiting suitable candidates for vacant positions.
- Discussions with company staff.
- Registration of paid and unpaid holidays.
- Drafting of employment contracts.

decembrie 2019 - septembrie
2020
9 luni

HR

Customagic SRL

(Chişinău), Cadre, gestionarea cadrelor

Experience:

- Writing and posting announcements on employment platforms.
- Analysis of CVs sent by candidates.
- Carrying out trainings for sales agents.
- Recruiting suitable candidates for vacant positions.
- Discussions with company staff.

Education

Studii superioare

până în 2021

Institutul de Criminologie, Psihologie şi juridica
Psychologist

Instruire continua, cursuri de formare

2021

Institutul de Criminologie în Institutul de Criminologie, or. Chişinău.

Competente-cheie

Knowledge in programs:

World, Excell, PowerPoint, Canva, 1C.

Competente lingvistice

Romana	Materna
Rusa	Fluent
Engleza	Medium

Informații suplimentare

Cetățenie Moldova