HR and Personnel

OLGA EVSTAFEVA

Preferred country or city:	Czechia
Salary:	From 500 EUR
Sector of activity	Human resources
Employment Type	Full time
Ready to relocate	Yes

CV content description

Olga Evstafyeva 7 926 781 68 36 evrik-ol@mail.ru e-mail preferred method of first communication I'm currently looking for an opportunity to get an international work experience in Prague. I have over 9 years of working experience in HR generalist role with a strong emphasis on Recruitment, HR Admininstration, Compensation & Benefits; Labor Law; Training & Development Management. I currently work at International Company in Moscow, part of international German company, and I have worked here for the last 6,5 years, fulfilling several HR roles. Experience of running projects in HR Admin, C&B, recruitment, HR project management, internal communications, corporate social responsibility. Full understanding of HR processes. Good knowledge in organizational development, experience in implementation of the HR policies and procedures. Good communication, negotiation and influential skills, sense of change readiness. PC user: MS Office, Lotus Notes, Sap, 1C Enterprise

Experience

01.04.2005 – 01.04.2007

Consulting Consultant Plus LLC / Recruitment Agency

Recruitment consultant

• Assisting to Senior consultants + managing projects of specialists and middle managers selection. • Mass recruiting, recruitment, interviewing and candidates screening, recruiting coordination.

01.05.2007 – 01.01.2010

Danone Russia LLS (2400 empl.)

HR specialist (recruitment)

HR specialist (recruitment) • Mass-recruiting: handle process and managing the recruitment process for up to 35 vacancies at the same time. (Sales and Supply Chain functions). Interviewing and candidates screening, recruiting coordination. • Office recruitment and staffing execution for Sales and Supply Chain functions. • Assessment: assessment centers for middle managers and specialists - organization, conducting, participation as an assessor/observer. Methodological support of assessment centers and competency based interviews. • Providing effective support to candidates during probation period (no cases of guarantee replacement required). • Coordination and support of adaptation programs for new hirings. • Dealing with the providers of HR services (recruitment, co-ordination of purchase procedures). • Regular reporting, paperwork.

01.08.2010 – Till the present day

Otto Group (Russia LLC)

Senior HR Manager

Acting as Senior HR Manager since April, 2014 to present: 1. HR Admin function • Full controlling of staff administration process according to Russian Labor Code and laws. • Expats administration: labor contract legalization, work permit issue, communication with visa centers, migration agency, etc. • Interaction with public authorities. 2. HR Procedures (as participant of permanent working group) • Developing policies and guidelines for HR processes. Internal audit and analysis of existing policies. • Development and implementation of the corporate rules and norms. • Managing of external HR audit (as part of compulsory Russian and international audit). •Monthly training - program for employees “HR hour” (News in procedures, legislation, answers to questions). 3. C&B function • Medical insurance issues (including life & incident insurance). • Language courses organization for foreign and local staff (corporate benefit) • KPI’s hr reporting (monthly). 4. HR budget formation, monitoring and control (as participant of permanent working group) • salary increase, bonus calculations, budgeting, forecasting, FTE planning. • development and optimization of headcount in the company. • development of corporate policies and procedures regarding employees remuneration. • development and implementation of compensation and benefits packages. • development of non-monetary motivation system for employees. • Grading implementation and review process. 5. Full operation support to HR Business Partner • Handle general questions regarding HR issues, solving labor

issues. • Project work: Engagement Survey (2016), HC optimization and staff reduction due the financial crisis (2014-2015), Automation of HR processes due new HR programs (2014-2015) • Projects' reports preparation. • Providing guidance and support on C&B issues (re-grading, KPI, medical insurance). Acting HR manager since 08.2010 to 03.2014 • HR Admin workflow, consulting agreement • HR trainings development and conducting (Recruitment training for managers as part of Manager School program, Welcome training for new employees). • Development of charitable initiatives, implementation regular projects (ecology, supporting orphanages, Donors' Days organization) • Working out the concept and running projects of corporate rules: Welcome book,

Book of manages and other brochures, regarding internal corporate rules. • Organizing corporate events (Project Corporate New Year 2012). • Projects' budget planning and control.