

HR and Personnel



Tetyana Cherkashanina

Бажана країна або місто: Чехія
Заробітна плата: Від 500 EUR
Напрямок діяльності: Управління персоналом, hr
Графік роботи: Повна зайнятість
Готовий до переїзду: Так

Опис резюме

HR-manager

Досвід роботи

01.01.2013 – 01.06.2015

Carlsberg Ukraine

Senior HR Specialist

Personnel records and administration. Restoration of the military account of "from scratch". Automating personnel records sites. Participation in the project for optimization of personnel costs. Advice for leaders on social and labor issues, legal support, preparation of documents.

01.08.2011 – 01.10.2012

LLC Astarta-Kiev

Economist on Labour

Development officers (workers) instructions, regulations of the departments. The development of personnel policies and procedures. HR audit on Holding enterprises. Coordination of Human Resources. Optimization of organizational structure, control of staffing and payroll. Participation in the project of automation of the account, description of business processes. Interaction with trade unions enterprises. Unification of the Collective Agreement. Interaction with the relevant ministry for awarding the Holding employees. Interaction with the visa center on the registration documents for trips abroad. Participation in other projects of the Department for the selection, adaptation, evaluation of personnel, involvement and loyalty of employees. Participation in the project of standardization and certification (internal auditor corporate integrated management system).

01.12.2015 – По теперішній час

LLC Extreme LTD

HR-manager

The introduction of the staff appraisal system. The introduction of training and development system. Selection and adaptation. Business Process Audit. Functional analysis. Coordination of optimization of business processes.