



Kalakina Inessa

Женщина, 35 лет, родилась 14 января 1986

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avrorka3@me.com — предпочитаемый способ связи

Проживает: Москва

Гражданство: Россия, есть разрешение на работу: Россия

Не готова к переезду, готова к командировкам

Желаемая должность и зарплата

Training and development manager

250 000

руб.

Управление персоналом, тренинги

- Тренинги
- Развитие персонала

Занятость: полная занятость

График работы: полный день

Желательное время в пути до работы: не имеет значения

Опыт работы — 14 лет 4 месяца

Апрель 2019 —
настоящее время
2 года 6 месяцев

VTB capital

Sr. Learning & Development Specialist

Interaction with internal clients on planning and training organization: programs development and implementation (include MBA, IMD, INSEAD, conference etc).

Performance management process: organization, support, development.

Annual Training process:

External central online trainings & webinars (soft skills) full process: planning, organization, communication, running, feedback collection. About 30 programs have been delivered in 2020. Cost saving 10% after discussions with providers. Relevant expertise with best practices and solutions in training and development on external market (including international providers). Automatization process of approving participation via intranet portal.

Mandatory online trainings : HSE, DI, process automatization and launch on new platform.

Department budget management, cash flow audit. Statistic data base (process creation) quarterly LOD Report.

Efficiently organized in-person CIB educational 19 off-site events in 10 locations 2019: support, organization (include learning part).

Extensive interaction with external partners.

Август 2013 —
Апрель 2019
5 лет 9 месяцев

ООО «MARS»

Россия

Продукты питания

- Кондитерские изделия (производство)
- Корма для животных (производство)

MARS University administrator

Organizing and coordinating learning process cross-functional in Company (>1000 employees).

Running tenders in learning programs.

Project Management: Annual Planning learning process (full transformation).

Full administrative support of CIS colleges and Global colleges: schedule, monitoring feedback and efficiency of educational programs.

Logistic organization, Statistics data collection - new process creation.

Virtual moderation.

Networking platforms: writing articles with materials for developing leadership competences.

Events/conference organization (2-3 events in a year, >200 people).

Department budget management: cash flow audit & cost planning.

Work experience in finance during 4 years: atlas project manager, supply finance specialist, master data expert.

Ноябрь 2010 —
Май 2011
7 месяцев

ОАО СК "АИЖК"

Финансовый сектор

- Страхование, перестрахование

Sr specialist in partners' department

Work with partners in the reinsurance contracts, negotiation / signing of reinsurance contracts / addendums.

Preparation necessary for interaction partners of documentation.

Collection and analysis of information, statistical data on the instructions manual. Prepare weekly, monthly, quarterly reports on the results of the work undertaken and the business plan.

Correspondence with partners, advisory services, within its competence,

Interact with internal departments of the company on conclusion / support / coordination of reinsurance contracts and other agreements to them.

Development and coordination with related departments of business processes and technology cooperation with partners.

Maintains a database of partners.

Negotiations, preparation of presentations and training materials for partners.

Participation in the development and launch of CRM-systems, the preparation of a feasibility study of the project implementation. Interaction with the IT-Department for the automation of the product.

Апрель 2005 —
Октябрь 2010
5 лет 7 месяцев

ООО "ПСГ"Основа"

Финансовый сектор

- Страхование, перестрахование

Sr specialist in bank's department

The underwriting risks assumed by insurance.

The calculation of insurance rates.

Conclusion, extension, maintenance, and termination of contracts.

Advising clients on medical examination.

Examination of the rights of ownership of real estate.

Carrying out verifications on settlements with partner banks.

Organization of interaction with the Regional offices.

Remote training for Regional Officers.

Interaction with the business units operating officer.

Initiation of workplace automation department staff, preparing the terms of reference for the project of automation in conjunction with IT-department.

Образование

Высшее

2009

State University of Management

Transport and logistic management, management

Повышение квалификации, курсы

2019

Emotional Quotient

D&H Experts

2017	"Impactfull presentations" Bonnie&Slide
2016	"Conflict Management" Sell Well
2015	"Problem Solving" Sell Well

Ключевые навыки

Знание языков	Русский — Родной Английский — C2 — В совершенстве
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Опыт вождения

Имеется собственный автомобиль
Права категории В

Дополнительная информация

Обо мне	<p>My working Skills: MS Word, Excel, Outlook, Power Point - advanced user. English - upper intermediate</p> <p>I'm positive, smiling, communicative, goodwill.</p> <p>I am self-organized, and able to handle multiple tasks.</p> <p>I can work with deadlines and under the pressure.</p> <p>And most part of my work was based on communication with people.</p>
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История общения с кандидатом

Отклики

L&D Manager

20 сентября 2021

Лидер направления обучения офисного персонала

18 сентября 2021

Talent Manager (Pharma)

5 июля 2021

Senior C&B Specialist

14 марта 2019

Change Management Lead (SAP, HR)

18 января 2019

T&D Manager

14 ноября 2018