

Karaseva Yuliya

Female

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karasevaml@yandex.ru

Reside in: Moscow

Citizenship: Russia, work permit at: Russia

Not ready to relocate, ready for business trips

Desired position and salary

HRBP/ HR Manager

Human Resources, Training

- Human Resources
- Training
- People Development

Employment: full time

Work schedule: full day

Desired travel time to work: any

Work experience — 5 years

October 2016 — till
now
5 years

Zeppelin Group

HRBP/ HR Manager

Providing full cycle of HR functions: recruitment, selection and adaptation of new employees; facilitation of appraisal process; training and development process; employee relation issues managing; competency management; internal communication related to personnel and organization changes; supporting in the definition and implementation of salary and reward system, talent Identification & succession planning process, job rotation, other HR projects of Company.

Education

Higher

2005

Russian Academy of Entrepreneurship

Economy & management faculty

Key skills

Languages

Russian — Native

English — B2 — Upper Intermediate

Skills

Stress Management

Presentation skills

Negotiation skills

Time management

Project management

Analytical skills

Organization Skills

Further information

About me

October 2016 – present. LLC “Zeppelin Group”

HRBP/ HR Manager, Russia & CIS

Providing full cycle of HR functions: recruitment, selection and adaptation of new employees; facilitation of appraisal process; training and development process; employee relation issues managing; competency management; internal communication related to personnel and organization changes; supporting in the definition and implementation of salary and reward system, talent Identification & succession planning process, job rotation, other HR projects of Company.

August 2013 — September 2016. LLC "TMF GROUP"

Regional Talent Acquisition Manager/ HR Manager, Russia & CIS

Arranging and developing the recruitment and talent processes for all businesses for Russia & CIS.

Conducting regular follow-up with the directors of the businesses to determine the effectiveness of recruitment, on-boarding and development plans and implementation.

Developing the Career program (Graduate) and Succession planning.

Developing the New Employee Onboarding and Mentoring programs.

Ensuring the retention of talent with strategies focused on assimilation and continuing professional development of employees.

Identifying the training and development needs within the organization through job analysis, appraisal schemes and regular consultation with the managers and expand training and development programs.

Considering the costs of planned programs and keeping within budgets as assessing the return on investment of any training or development program.

Providing necessary information on forecasts analyses and control expenditures to confirm the budgetary requirements.

Working with service providers, ensuring accountability for maintaining high standards in training quality, timely delivery of solutions and local regulatory compliance.

Arranging and managing the appraisal process of the employees. Arranging the Staff survey process.

Participating in the implementation of LMS program.

Managing the recruitment and headcount budgets. Managing the regional training budget and monthly reporting to HQ.

Ensuring in the Com&Ben processes.

Implementation the HR Policies.

Compiling the regional HR reports (turnover, recruitment, training reports, salary surveys, etc.).

July 2011 — August 2013 LLC "Henkel RUS"

Recruitment Partner

Providing the full recruitment support with the hiring managers for Russia, Belorussia.

Selecting candidates for different level positions.

Interviewing and testing potential candidates.

Participating in the Graduate program.

Monitoring the candidates' market.

Creating and carrying out the recruitment process trainings.

Organizing the Induction trainings for newcomers.

Mentoring people the line management in a part of the recruitment process.

Participating in the preparation policies (Graduate program and Retention program).

Compiling the HR reports.

June 2010 — July 2011 LLC "Coleman Services"

HR Manager (In-house)

Responsible for the recruitment plans and needs for the departments for Russia branches.

Providing full HR support to the Management needs and arranging the restructuring processes together with the line management.

Coaching the line management in HR practices.

Support the line managers in a part of the recruitment and planning talents, training, and development needs and performance appraisal processes

Searching and selecting candidates for different level positions.

Monitoring candidates' market. Making and updating candidate's database.

Arranging the Onboarding process for the employees.

Creating and carrying out the trainings.

Conducting the Induction trainings for newcomers, Performance Management trainings for the line managers.

Arrangement the appraisal processes for the employees.

Creating & compiling the HR reports (recruitment, training, turnover and KPIs).

The labor market analysis in a part of the salary survey. Bonus schemes analysis.

Administering benefits (medical & life insurance, mobile communications). Open the tendering process with the insurance providers. Advising for the employees in terms of the benefits issues.

Good command level of English language.

Familiar with computer MS software (Word, Excel, PowerPoint), Outlook Express, Lotus Notes, Consultant

Plus, 1C.8.2, Axapta, E-Staff, SAP, Teams, Zoom.

History

Responses

HR Business Partner (pharma)

20 September 2021

HR Business Partner

17 September 2021