





PERSONAL INFORMATION

Roxana Comaneanu



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POSITION

Human Resources Senior Officer

WORK EXPERIENCE

Sep 2009–Present

HR Senior Officer

Emirom for Ansaldo Energia and Saipem Spa Italy

- Recruitment activities (interviews, scanning, phone tests, group interviews)
- Respond and follow up with to employee queries, providing necessary support
- Issue work contracts and prepares employees departures to work sites across the globe.
- Verify medical certificates and visas/work permits documentation
- Maintain employee files on the system and update them with any occurring changes (new joiners, leavers and other)
- Generate pay slips, ID cards, activating e-code.
- Support managers in researching and developing existing and new policies and procedures
- Provide support to supervisors and staff to develop the skills and capabilities of staff.
- Writing job descriptions
- Provide assistance and conducting staff performance evaluations
- Organize staff training sessions, workshops
- Monitor staff performance and attendance activities.
- Provide assistance to General Manager evaluating the performance of my team.
- Manage the monthly KPIS by updating all information and ensuring that all processes are working properly. Team leader activities for my department including brain storming group sessions, one to one discussions, motivational speeches, group meeting every morning and one by one weekly private speech.
- Manage all the daily requests from employees • Assist with the day-to-day efficient operation of the HR office.
- Provide all the HR data's and reports as required by the company, in coordination with the finance department.

1 May 2008–21 Sep 2009

Office Manager

KSG, Bucharest (Romania)

- Coordinate and maintain effective office procedures and efficient workflow.
- Implement specific policies and procedures.
- Administer the billing & reporting systems
- Prepare daily, weekly, monthly or annual reports as required.
- Provide input to resolution of customer complaints
- Maintain personnel records and insurance records, coordinating with the General Manager.
- Locally administer the filing of paperwork for new hires, employee termination, or change of job classification. Identifying and hiring new employees. Conducting interviews.
- Administer hourly payroll including input, transmission, and reconciliation.
- Schedule and coordinate regional conference calls as requested by the Manager. • Other duties as assigned

EDUCATION AND TRAINING

1 Oct 2012–10 May 2014	MBA Diploma CNAM Paris, Paris (France) MBA Program - Business Administration	EQF level 7
10 Oct 2012–30 Jun 2014	Master Degree Business Management Academy of Economic Studies Bucharest, Bucharest (Romania)	
1 Oct 2008–1 Jun 2009	International Relations Specialist Diplomatic Institute of Ministry of Foreign Affairs, Bucharest (Romania)	
1 Oct 2004–1 Jun 2008	Translator Faculty of Foreign Languages University of Bucharest, Bucharest (Romania) English - Italian Department	
1 Oct 2004–1 Jun 2008	International Relations Degree Faculty of Political Science University of Bucharest, Bucharest (Romania)	
1 Sep 2000–1 Jun 2004	Al. I. Cuza College, Alexandria (Romania)	

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Bachelor Degree					
Italian	C2	C2	C2	C2	C2
Bachelor Degree					
French	B2	B2	B2	B2	B2
Spanish	A2	A2	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills Good Communication skills, conflict management skills, acknowledging Others, Advising, Commitment, patience, Positive attitude, Task Management, Non Verbal and Visual Communication skills.

Organisational / managerial skills Leadership - Currently responsible for a 4 people team; Leading skills gained during training session on the MBA Program CNAM Paris.

Job-related skills Mentoring skills: Inductions, Evaluations, Leaving interviews;

Responsible for the quality of provided services in BPO industry (oil & gas)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Proficient user

Digital competences - Self-assessment grid

Microsoft Office Tools

Driving licence B

ADDITIONAL INFORMATION

Honours and awards

Certifications Marketing Certificate for Luxury Industry - CNAM Paris 2013
Human Resources Inspector - Labour Ministry 2009
Translator and Interpreter Certificate - Justice Ministry 2008

Certifications