



Levanovich Maria

HR Manager

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Contact

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Education

Secondary general education

Zespół szkół im. gen. nikodema
sulika w dąbrowie białostockiej;

2021 - present time

Basic general education

Gymnasium No. 3 in Minsk

2017-2021

Skills

English - B1

Polish- C1

Work experience

Assistant head of human resources

07.2022 - 08.2022

**State institution "Territorial center of social services for the population
of the Moscow region" Minsk"**

Functions: registration of employment, work with documentation
(drawing up acts, accounting for the organization's personnel).

About myself

My name is Maria. I'm a highly qualified HR manager with huge experience under my belt.

Despite my young age I have many advantages. Activity is one of them. I'm able to work hard and diligent. My previous experience showed that I'm good in multi-tasking. I selected and attracted the best candidates and kept a high level of employee satisfaction and contacted with them.

I'm have excellent communication skills and strong communication abilities. They are leading qualities fir professionals in this field.

I'm characterized by a quick learner and a thirst for knowledge. It helped me to grab the advanced level of English and to achieve studies abroad. Self-discipline and diligence help me to learn new materials and follow deadlines. I can guarantee the quality of the work done. It is also worth noting my willingness to work irregular hours and to work in any team.

Personal qualities

Punctuality, learning ability, sociability, stress resistance, organization, multitasking.

Additional information

- No driver's license;
- Willingness to travel;
- The presence of a passport;
- Willingness to work irregular hours.