

CONTACT DETAILS:

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Phone number:
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Date of birth:
28.04.1991

LANGUAGE SKILLS:

English: CEF C1
German: CEF: A1
Romanian: CEF C2

**PROJECT
MANAGEMENT:**

- Lean Six Sigma Green Belt Certified
- Lean Six Sigma Black Belt Certification
- Balanced Scorecard & Strategy Management Certification
- KPIs Management Certification
- Project Management ANC Certification
- Scrum certification

**TECHNICAL
COMPETENCIES:**

- C&B methodology:
- Tower Watson
 - Hays organizational leveling
 - Annual salary review
 - Total reward compensation
 - Market analysis on multiple markets (Romania, France, Italy)

- Microsoft Office:
- Office package advanced.

- CRM:
- Sales Force Advanced.

- SAP:
- HR Connect Advanced.

PAUL I. ALBU

Head of HR Ops.: EU, UK & South Africa

[C.V. – online version](#)



PROFESSIONAL EXPERIENCE

December 2020 – Present: Head of Europe, UK & SA HR Admin & Payroll, Genpact, Cluj:

- **HR Strategy:** Responsible for strategy design; ensuring policies processes and targets are met; Aligned & simplified the onboarding process for 12 countries;
- **Stakeholders' management:** Communication and calibration between departments outputs and stakeholders expectations;
- Overseeing the delivery of HR Admin and Payroll services for 12 countries in all Genpact locations in EU, UK & SA
- **Transitions:** Responsible of HR ops. growth through the implementation of HR services in new countries: Successfully incorporated SA regions with over 600 EEs in Genpact's scope.
- **Organizational management:** Managing a team of over 40 employees in various countries, ensuring knowledge management and employees development.

May 2019 – December 2020: Head of Service Center HR, Dräxlamier, Satu-Mare:

- **SSC Development:** Develop the HR SSC of Dräxlamier to serve a population of over 70 000 employees in over 62 locations;
- **Transitions:** Transitioned all SC HR Process from Dräxlamier group to SC HR, resulting in 16 processes which server all Dräxlamier sites;
- **Employees development:** Recruited, trained & ensured knowledge management and staff development for 18 EEs.
- **HR Strategy:** Strategy design, setting goals, objectives, KPIs and projects for SC HR Ops. Resulting in a qualitative management system; the HR SSC deliver a service quality assurance level on all KPIs of over 92.6%;
- **Stakeholders management:** Communication and calibration between departments outputs and stakeholders expectations (e.g. VP of HR, regional HR Manager, HRBPs, EEs);
- **Resource allocation:** ensure HR, Fin, Tools and Knowledge are available;

September 2018 – April 2019: Project Manager, Dräxlamier, Satu-Mare:

- **Process improvement:** applying Lean Six Sigma principles to reduce process time and costs;
- **Leading the project team:** Coordinate team members and ensure solution identification for successful process transitions;
- **Monitoring Progress and Reporting:** Analyze KPIs and KRIs trends and decide projects' next steps. Create weekly status reports for top management.

March 2018 – September 2018: HR Business Partner, Bombardier Transportation, Cluj-Napoca:

- **HR Strategy implementation:** Responsible of ensuring policies, processes and targets are met in correlation with the HR strategy;

SOFT SKILLS:

Critical thinking:

- Over 4 years of experience in designing performance management frameworks;
- Over 1000 KPIs documented.

Project management:

- Designed and developed the HR Shared Service within DRX
- Transitioned all Shared Services HR process and ensured process improvement (RPA implementation)
- Successfully implemented the Performance Management System in U.A.E. Government;
- Familiarized with PM Tools: Gant chart, risk assessment, capacity planning.

Team work

- Efficiently working with people for team's goal accomplishment;
- Reliable team member of remote teams in project delivery.

DRIVING LICENCE:

Category B

- **Organizational and Talent development:** Analyzing employees' performance, providing feedback and solutions. Correlating organizational objectives with employee's skills and competencies and developing strategies to fill the gap;
- **Headcount & ramp-down project management:** Ensuring capacity planning objectives are met and liaising with top management to ensure targets are achieved.

March 2017 – March 2018: Compensation and Benefits Specialist, Bombardier Transportation, Cluj-Napoca

- **Organizational grading:** Using Towers Watson & Hays methodology; Actively assessing Job Descriptions and proposing grades/ levels from White Collar up to Senior Executive level. Overseeing a population over 70 000 employees;
- **Salary proposals:** Thorough analysis of market trends, internal equity benchmark based on peers' comparison and positions levels according to the internal salary grids.
- **Annual processes:** Driving the Annual Salary Review

August 2016 – March 2017: Strategy Management Consultant and Project Manager, The KPI Institute, U.A.E (Project Based)

- Responsible for the main stages implementation of a Performance Management System, actively involved as a **Project Manager**, delivering abroad the agreed solution for the Ajman Government, End to End delivery with direct stakeholder and **project team management** for successful project closure;
- Influencing authority (executive stakeholders) throughout regular reviews of project progress;

May 2014 – July 2016: Business Research Specialist, The KPI Institute, Sibiu

- **Project Management:** Strategy and Business Planning course and Balanced Scorecard training program **course creation and delivery**;
- Over **300 hours** of training delivery internationally: EU, Middle East, Asia, Africa

VOLUNTARY EXPERIENCE

April 2013 – March 2014: President, AIESEC, Sibiu

- **Managed the local branch** of AIESEC Sibiu: **Strategy development** and deployment at all levels, follow-up on implementation with all assigned VPs. Various projects delivery

EDUCATION

“Lucian Blaga” University of Sibiu | Sibiu, Romania

2014 – 2016: Master Program in Business Administration – Facultatea de Stiinte Economice

2010 – 2013: Bachelor Degree in Organizational Psychology – Facultatea de Stiinte Socio Umane

CERTIFICATIONS & ACCREDITATIONS

July 2020: Scrum Course - certified, Udemy

July 2020: ITIL 4 Foundation Course - certified, Udemy

July 2019: Lean Six Sigma Black Belt Certification in progress – Smallpiece Trust

May 2019: Lean Six Sigma Green Belt Certification – Smallpiece Trust

March 2015: Trainer - certified by the Association for Talent Development

July 2014: Trainer - certified by ANC (Autoritatea Nationala pentru Calificari) Romania

January 2014: Certificate in Balanced Scorecard and Strategy Management, The KPI Institute

May 2014: Certificate in KPIs Management from The KPI Institute