

**CONTACT DETAILS:**

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**Phone number:**  
+40 799 780 588

**Date of birth:**  
28.04.1991

**LANGUAGE SKILLS:**

English: CEF C1  
Romanian: CEF C2

**TECHNICAL  
COMPETENCIES:****Microsoft Office:**

- Excel Advanced;
- Word Advanced;
- PowerPoint;  
Advanced;
- Outlook Advanced.

**CRM:**

- Sales Force  
Advanced.

**SAP:**

- HR Connect  
Advanced.

**Towers Watson –**  
Advanced

# PAUL ALBU

## HR Specialist

**PROFESSIONAL EXPERIENCE****March 2017 – Present: Compensation and Benefits Specialist, Confidential, Cluj-Napoca**

- Organizational grading: Using Towers Watson methodology and tools organization has been graded (individual roles and mass grading) based on organizational needs and structure reorgs. Actively assessing Job Descriptions and proposing grades from White Collar up to Senior Executive level;
- Salary proposals: Thorough analysis of market trends, internal equity benchmark based on peers' comparison and positions levels according to the internal salary grids. Developed and implemented Salary generator tool based on integrating the variables mentioned above;
- Data validation: As part of the End to End process, partnering with all involved stakeholders (Recruitment, HRBPs, Hiring Manager and Staffing team) to deliver accurate data regarding contractual information using SAP and Sales Force, combined in one internal form (Fact Sheet);
- Governance: Responsible of governance implementation according to the C&B requirements. Partnering with the business in offering the best solutions from a C&B perspective for the entire employee life-cycle: new hires, lateral moves or promotions, retention cases or performance recognition.
- Annual processes: Driving the Annual Salary Review, based on eligibility criteria consolidating the final list of employees, allocating the percentage increase recommended by the managers and communicating it to country HRBPs for implementation;
- Project management: Actively managing the benefits platform implementation project (throughout collaboration with an external provider) and external benefits benchmark;
- Process transition: FTE sizing, business case creation for organic growth, stakeholder management and risk assessment.

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

- Responsible for main stages implementation of a Performance Management System;
- Developing the structure for the PMS and departmental integration;
- Implementing: KPI selection and target setting; tool creation (scorecard, dashboards, data collection tool);
- Controlling: observing KPIs trends, observing how the system works, if it is working as planned or not and why, if and how should objectives, KPIs or targets be modified;
- Training delivery on KPIs or PMS topics.

## SOFT SKILLS:

### Critical thinking:

- Over 2 years of experience in designing performance management frameworks;
- Over 1000 KPIs documented.

### Project management:

- 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 daily tasks completion;
- Reliable team member of remote teams in project delivery.

## DRIVING LICENCE:

2018: In progress (B)

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

- Project Management: Strategy and Business Planning course and Balanced Scorecard training program;
- Over 300 hours of training delivery at international level;
- international level: Europe (UK – London; Romania – Bucharest, Cluj-Napoca; Turkey - Istanbul), Middle East (United Arab Emirates – Dubai; Saudi Arabia – Riyadh, Jeddah; Oman – Muscat; Qatar – Doha), Asia (Malaysia – Kuala Lumpur), Africa (Egypt – Cairo);
- Course customization and trainings based on clients' needs assessment;
- Documentation of over 1000 KPIs on the organization platform: Target setting, benchmark and taxonomy;
- Researched and developed maturity models for organizational performance management and capability assessment;
- Author of multiple articles on performance management, published on the company's platform;
- Developed the structure and content for the Strategy and Business Planning website.

## VOLUNTARY EXPERIENCE

### April 2013 – March 2014: President, AIESEC, Sibiu

- Represented AIESEC at international conferences, national committees and local level;
- Successfully driving internship programs: Achieved 200% growth in number of applications and roles matching in international projects
- Managed the local branch of AIESEC Sibiu of ~40 members: Strategy development and deployment at all levels, follow-up on implementation with all assigned VPs, translated into objectives and action plans.
- Projects delivery: Developed the timeline with members' involvement, budget handling, HR capacity planning and marketing strategy. Regular recalibration based on project roll-out.
- Continuously coaching the Executive Board;
- Training delivery: over 15 trainings at national and local level.

### April 2012 – March 2013: Vice-President Corporate Development, AIESEC, Sibiu

- Actively involved in sales strategy deployment and implementation cascaded from president's level, people growth throughout coaching and mentorship and targets achievement.

## 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

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

**July 2014:** Trainer - certified by the National Qualification Authority in Romania

**January 2014:** Certificate in Balanced Scorecard from The KPI Institute

**January 2014:** Certificate in Strategy Management from The KPI Institute

**May 2014:** Certificate in KPIs Management from The KPI Institute