

**SRBUHI MNATSAKANYAN**

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| **WORK EXPERIENCE**  **Head of human resources department**  “Center for Humanitarian Demining and Expertise” (CHDE), state non-commercial organization” CJSC (RA Ministry of Defence)  *01/2016 – Present*  *Achievements/Tasks*  **-** Conducting human resource policy and human resource selection, maintaining and executing of educating and developing strategy  **-** Seeking human resources, headhunting – according to the requirements company’s departments  **-** Ensuring corporate discipline, maintaining employee attendance system, keeping track of employee attendance  **-** Running the database of the company’s employees, including vacations, rotations, employee flow, etc  **-** Developing the company’s internal normative acts, vacancies – in accordance with the labor legislation of RA  **-** Counsel on labor legislation and human resource related matters  **-** Defining the necessary and satisfactory requirements of vacancies and candidates’ profiles  **-** Forming of human resource reserve  **-** Organizing and holding of teambuilding and developing activities  **-** Responsible of social package related organizational matters  **Human resources specialist**  “Center for Humanitarian Demining and Expertise” (CHDE), state non-commercial organization” CJSC (RA Ministry of Defence)  *01/2014 – 01/2016*  *Achievements/Tasks*  **-** Managing internal legal acts, orders, work contracts, agreements, keeping staff’s personal files, work-books and other documents  **-** Keeping count of staff’s working hours  **-** Taking part in developing the procedures related to human resources management, as well as the legal paperwork that ensures the latter’s proper execution, and securing the necessary document circulation  **-** Participating in performing other functions of the human resources department  **-** Responsible of social package related organizational matters  **Recruiter**  Kinetic CJSC (Orange fitness, Incourt tennis club)  *10/2017 – 03/2018*  *Achievements/Tasks*  **-** Design and update job descriptions  **-** Source potential candidates from various online channels  **-** Screen incoming resumes and application forms  **-** Interview candidates (via phone, video and in-person)  **-** Advertise job openings on company’s careers page, social media, job boards and internally  **-** Provide shortlists of qualified candidates to hiring managers |  | **EDUCATION**  **HUMAN RESOURCES MANAGEMENT**  Yerevan State University  *2016 – 2017*  **PSYCHOLOGY**  Armenian State Pedagogical University  *2009 – 2013*  **LAW PSYCHOLOGY**  Armenian State Pedagogical University  *2013 – 2015*  **CERTIFICATES**  - Certificate of “Head of staff” training program in Staff Management Academy, Gortsq LLC  -Certificate of ''Human resources management'', Economics and law center  - Certificate of participation in 25th Republican conference in human resources and labor legislation field  - Certificate of participation in 23th Republican conference in human resources and tax legislation field  -Certificate of participation in English language course (upper-intermediate level B2) in “English Language Academy” in Malta (ELA Malta)  - “Establishing of self- consciousness of a professional psychologist-counselor” special introductory lesson (“Fluctus” social-psychological recovery center, runtime - 32 hours)  “Establishing of self-consciousness of a professional psychologist-counselor” professional lesson (“Children’s psychological center after Anahit Arzumanyan” 32 hours)  “A course of practical lessons in personal mental hygiene” , (“Fluctus” social-psychological recovery center, runtime - 160 hours)  - Certificate of participation “Armenian Genocide: Transmission and transitional processes after a hundred years” international convention (French-Armenian association of psycho-analysis in Armenia  **SKILLS**  Good command of Microsoft Office ™  Good knowledge of accounting applications (via work placements)  Good knowledge of psychological techniques  Driving license B category (5 years’ experience) |
| **WORK EXPERIENCE**  **Human resources manager**  Kinetic CJSC (Orange fitness, Incourt tennis club)  *01/2018 – 03/2018*  *Achievements/Tasks*  **-** Generating job descriptions, posting advertisements, and managing the hiring process  **-** Defining the necessary and satisfactory requirements of vacancies and candidates’ profiles  **-** Running the database of the company’s employees, including vacations, rotations, employee flow, etc  **-** Ensuring corporate discipline, maintaining employee attendance system, keeping track of employee attendance  **-** Developing the company’s internal normative acts, vacancies – in accordance with the labor legislation of RA  **CONSULTANT- PSYCHOLOGIST**  Children's psychological center after Anahit Arzumanyan  *12/2012 – 03/2013*  *Achievements/Tasks*  **-** Psychological assistance, counsel, group work with children  **TRAINER**  **-** Social-psychological rehabilitation center "Fluctus"  *03/2011 – 09/2012*  *Achievements/Tasks*  **-** Trainer, preparing and holding seminars |  | **SCIENTIFIC AND THEORETICAL STUDY**  - “The role of the personal competence of a judge in professional practice”: magister’s thesis  - “Success is in our hands”: a professional seminar in managerial psychology  - Seminar on time-management (workshop format)  - Seminar aimed at the strategic work of a psychologist in criminological establishments  **PERSONAL PROJECTS**  CONTENT MANAGER  **-** [www.irest.am](http://www.irest.am) Armenian restaurant web portal  **LANGUAGES**  Armenian  English  Russian |