

HARUN ALTUN

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2500 LIER/ BELGIUM
GSM: 0499400302

TURK TELEKOM/ ASSISTT CALL CENTER Recruitment Specialist

10/2014 - 11/2015

To follow the recruitment needs of departments and 23 different regions

Preparing and publishing job advertisements

Performing the whole recruitment activities

Ensuring the cv database is up to date and current at all times

Designing new "Turnover Reporting" process to HR Director and giving new ideas reducing Turnover

Designing new KPI process for all positions

HUAWEI TELECOMMUNICATION HR GENERALIST

11/2015 - 04/2017

Preparing and publishing job advertisements,

Responsible for the selection and recruitment process of employees,

To be responsible for mass recruitment projects,

Carry out and report exit interviews, analyze outcomes and to make action plan suggestions,

Take active part in the revision/update of documentation and forms,

Create onboarding process and follow up with the onboarding of newly hired staff,

Prepare internal announcements,

Ensuring the cv database is up to date and current at all times.

To be responsible for implementation of global recruitment system to Turkey Huawei.

To be responsible of managing outsource company,

Designing new "Attendance System" and managing

Creating and designing new organization chart

ULTRA SOCKS
HUMAN RESOURCES GENERALIST

05/2017 - 06/2019

Establishing the whole HR Infrastructure of a factory with 250 Employee

Establishment of departments, creating job descriptions

Interviewing candidates in-person for a wide range of roles (junior, senior and executive)

Building and reporting in hiring plans

SILVERTON HR
RECRUITMENT SPECIALIST

08/2019 - 01/2020

Building and reporting on hiring plans

Creating and publishing job ads in various portals

Networking with potential hires through professional groups on social media

Interviewing candidates in-person for a wide range of roles (junior, senior and executive)

Tracking hiring metrics including time-to-hire, time-to-fill and source of hire

Designing, distributing and measuring the results of candidate experience surveys

Following up with candidates throughout the hiring process

Maintaining a database of potential candidates for future job openings

JOBATELIER
RECRUITMENT CONSULTANT (Vrijwilligerswerk)

09/2021 - Now

For Job Seekers;
Preparing resumes, application letters

Searching for open positions

Preparing for job interviews

EDUCATION

University	Istanbul Technical University / Environment Engineer	2006 - 2011
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High School	Kartal Köy Hizmetleri Anatolian High School	2002 - 2006
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ADDITIONAL EDUCATION & CERTIFICATES

Human Resources Management	Sakarya University Continuing Education Center	2016
Competency-based Interview Training	Davranış Bilimleri Akademisi	2015
16PF Personality Inventory Training	Davranış Bilimleri Akademisi	2015
Software Development (FrontEnd&BackEnd)	HackYour Future (Belgium)	05.2020- 01.2021
Frontend Bootcamp	FreeCodeCamp	2021

COMPUTER SKILLS

Word, Excel, Powerpoint, Outlook: Advanced

HTML: Advanced

CSS : Advanced

Javascript: Intermediate

Java: Beginner

SQL: Advanced

React: Beginner

Python: Beginner

LANGUAGE SKILLS

English : Fluent

Dutch : Good

PERSONAL INFORMATION

Date of Birth : 10/01/1988

Nationality : Turkish

Sex : Male

Driving License : B (2006)

Auto : Yes