**Natalia Alexandra SANDU**

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Nationality: Moldavian.

Citizenship: Romanian, EU Passport.

**Employment History**

1st December 2018 - present.

**Internal Recruiter.**

**C&C Tuning Ltd.**

Business or sector: Automotive (Import and distribution of car parts.)

Main activities and responsibilities:

* Responsible for full cycle recruiting process, including sourcing, assessing, interviewing, presenting, and closing qualified candidates for various roles in the company.
* Carry out full life-cycle recruiting, including reviewing resumes, phone screens of candidates, and initiating first round interviews.
* Identifying top talent and qualified candidates through all online sources including social media.
* Ability to recruit passive candidates at all levels.
* Knowledge of Boolean, x-ray searches.
* Managing a large network of candidates using Applicant Tracking System (ATS) and Candidate Magement System (Voyager Recruitment Software).
* Providing advice to hiring managers on best practice recruitment processes and procedures, including partnering with managers to write job descriptions and include assessing internal and external talent.
* Plan recruiting events including open recruitment days and Job Fairs.
* Representing company at multiple Job Fairs.

1st March 2018 - 31 October 2018

**In-House Recruitment Manager.**

**HF Holidays,** London, UK

Business or sector: Travel (1st UK Tour Operator, 500 employees). [www.hfholidays.co.uk](http://www.hfholidays.co.uk)

Main activities and responsibilities:

* Responsible for the life-cycle of the recruitment process,
* Recruiting all roles within the business ensuring that the correct competencies, values and behaviours are identified within the candidates being forwarded to the Department Manager,
* Elaborating and writing the recruitment adverts,
* Advertising open job positions at all job boards, newspapers, speciality websites and social media (Facebook, LinkedIn),
* Creating and monitoring of the social media pages,
* Targeting various social media to directly source candidates, either through networking, head hunting or referrals,
* Updating the announcements,
* Screening of CVs,
* Conducting interviews with candidates on the phone, Skype and face-to-face,
* Schedule and coordinate candidate interviews with line Managers,
* Advise, coach and support Managers on policy, process and tools to ensure consistency in recruitment that adheres to best practice and is legally compliant,
* Selecting of the candidates who meet the requirements,
* Drafting of job offers,
* Compiling and providing post interview candidate feedback,
* Design, develop and maintain the recruitment process in the organisation (including its description, recruitment measurement definitions, new starters adaptation and retention schemes),
* Taking proper actions to close emergency vacancies gaps,
* Maintaining the data base of candidates trough CRM system (Chris21 HR Software).
* Reduce the cost of the recruitment process,
* Making monthly reports.

October 2017 – 1st February 2018

**Recruitment Consultant.**

**Arvy Agency,** London, UK

Business or sector: Recruitment Agency.

Main activities and responsibilities:

* Recruiting for both: temporary and permanent staff,
* Elaborating and writing the recruiting announcements,
* Advertising open job positions at all job boards, speciality websites and social media,
* Searching for candidates on forums, specialty websites and social media (Facebook, Viber),
* Screening of resumes,
* Updating the announcements every day,
* Conducting phone and face to face interviews with candidates,
* Selecting of candidates who meet the requirements,
* Providing post interview candidate feedback.

2014 – 2016

**International Recruitment Consultant.**

**HR-Consulting Ltd**, Chisinau, Moldova.

Business or sector:Recruitment Agency. [www.search4staff](http://www.search4staff.com).com

Main activities and responsibilities:

* Specializing in: - Senior Management,

- Marketing,

- IT,

- Finance,

- Pharmaceutical.

* Elaborating and writing the recruitment adverts,
* Advertising open job positions on job boards and social media,
* Proactively identifying candidates by utilising multiple strategies including: online databases, job boards, social media and employee referrals, as well as through networking,
* Headhunting the candidates on forums, specialty websites and social media (Facebook/ LinkedIn),
* Ability to recruit passive candidates at all levels.
* Knowledge of Boolean, x-ray searches.
* Screening of resumes,
* Maintaining the data base of candidates trough ATS and CRM systems.
* Updating the recruitment announcements,
* Shortlisting of the candidates,
* Conducting interviews with candidates,
* Selecting of the candidates who meet the requirements,
* Analysing and selecting of the finale candidates,
* Reviewing/ Changing/ Creating the CVs of the selected candidates,
* Presenting the candidates to the client,
* Providing post interview candidate feedback,
* Creating and making trainings and development programs for the Jobseekers,
* Making psychometric assessments and behavioural profiling,
* Plan recruiting events including open recruitment days and Job Fairs,
* Representing company at multiple Job Fairs.

2011 – 2012

**HR Manager.**

**Customagic Group Companies,** Chisinau, Moldova.

Business or sector: FMCG (640 employees).

Main activities and responsibilities:

* Managing the team of 4: - Recruiter,

- HR Specialist,

- Legal Adviser,

- Health and Safety,

* Assessing the company’s demand for recruitment,
* Writing job descriptions,
* Elaborating and writing the recruiting announcements,
* Advertising the open job positions,
* Updating of the announcements,
* Searching for candidates,
* Screening of resumes, maintaining the candidate data base,
* Conducting interviews with candidates,
* Analysing the shortlist and selection of the candidates,
* Drafting of job offers,
* Providing post interview candidate feedback & managing the hiring process,
* Assisting with team integration**,**
* Organizing training and development programs,
* Making trainings for sales department,
* Making psychometric assessments and behavioural profiling,
* Creating and implementing HR department documentation,
* Implementing labour organization according to the current legislation,
* Representing company at multiple Job Fairs,
* Preparing weekly, monthly, quarterly and annual reports,
* Organizing corporate events.

**Education**

2008 - 2010

**Master's Degree.**

**Psychology of Work, Organizations and Human Resources.**

**State Pedagogical University “Ion Creanga”,** Chisinau, Moldova. <http://www.upsc.md>

2004 - 2008

**Bachelor's Degree.**

**Clinical Psychology.**

**State Pedagogical University “Ion Creanga”,** Chisinau, Moldova. <http://www.upsc.md>

Trainings and Courses

2018 - Leadership Training.

2012 - Training **“New Trends in Sales”.**

2005 - Training **“Conflicts and Communication”.**

**Skills**

Mother tongue(s)

* **Russian** and **Romanian.**

Other Language(s)

* **English -** fluent,
* **French -** basic.

Social skills

* Excellent communication skills,
* Mediating skills,
* Team work,
* Experienced at giving presentations to large audiences.

Organisational / Managerial skills

* Good organisational skills,
* Leadership,
* Coordination and administration of people.

Technical skills

Proficiency in all areas of Microsoft Office:

* Word,
* Excel,
* PowerPoint,
* Outlook.

**Driving licence**

* Driving licence category: **B**

**Additional Information**

2002 – 2005

**Volunteer** at **“Youth Development Centre”,** Chisinau, Moldova.