



**Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>**

# HR Recruiter Specialist - Remote

## Despre mine

I am living in Lisbon now and I am looking for remote job /at the distance .I am a HR Recruiter specialist who has experience in recruiting new employees according to specifications, retaining current employees and developing recruitment strategies (as direct sourcing, headhunting, initial contact, scheduling, interviewing and pre- screening of candidates).

I am a very hardworking person who strives to be the best at anything and also I am prepared to learn as much as I can, to be successful.

Able to handle multiple tasks while meeting department deadlines and maintain a customer-oriented focus.

- Descrierea procesului de recrutare a candidaților;
- Model de anunț a postului;
- Matricea Recrutării;
- Procesul de lucru a echipei;
- Prezentarea procesului de recrutare si selecție a candidaților.

## Experiența profesională

### HR Recruiter remote · Kurama SRL · Chișinău

*Aprilie 2022 - Prezent · 2 ani 8 luni*

- Recruitment and selection of IT candidates for European companies such as Java Developer, Php, Android developer kotlin knowledge -minimum 4 years experience
- Node js + react js angular +5 years experience
- Php midll +
- Laravel framework and others.

### HR Recruiter Specialist · 1Call Center · Chișinău

*August 2022 - Decembrie 2024 · 2 ani 4 luni*

- Search and match candidates using databases, social networks, etc.
- Preparation of recruitment materials and posting of vacancies on the appropriate advertising sites.
- Selection of resumes and job applications.
- Conduct interviews using a variety of selection tools/methods.

👤 31 ani  
 ♀ Feminin  
 📍 Chișinău  
 💰 12 000 MDL



## TOP Competențe

- **Empatie si convingere** · 2 ani
- **Responsabilitate Profesională** · 2 ani
- **Indeplinirea targetului** · 2 ani
- **Lucrul in echipa** · 2 ani
- **Multitasking** · 2 ani

## Preferințe

- Full-time
- Remote

## Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Comunicare
- **Portugheză** · Mediu

## Permis de conducere

Categoria: B

- Team Recruitment Reports.
- Organization of interviews.
- High rate of work.
- Reporting of work done.

Competențe: Multitasking, Lucrul in echipa, Indeplinirea targetului, Responsabilitate Profesională, Empatie si convingere

### **HR Recruiter** · Human Factor · Chișinău

*Februarie 2023 - Noiembrie 2023 · 10 luni*

Responsibility:

- Recruiting si headhunting;
- Executive search and mass recruitment;
- Active and passive search on social networks, job sites, etc;
- Conducting different types of interviews;
- Evaluation of candidates with projective methods and tests (English language).

### **HR Recruiter Specialist** · Extend Supports · Chișinău

*Iunie 2021 - Februarie 2022 · 9 luni*

- Linear- recruiting, Digital- recruiting and Head Hunting
- Development and placement of advertisements on various platforms
- Source candidates using a variety of search methods to build a robust candidate;
- Manage the full recruiting lifecycle across a variety of open roles helping management find, hire, and retain quality talent;
- Manage onboarding and new hire process;
- Manage the overall interview, selection, and closing process;
- Stay active with current with job boards, social networks, and platforms to find talent;
- Training new employees
- Writing and conducting trainings and briefs for recruiters
- Execution of operational tasks from management
- Maintain a database of candidate records, including active and passive prospects.

### **CLIENT ONBOARDING SPECIALIST** · Joblio Moldova · Chișinău

*Iunie 2020 - Februarie 2021 · 9 luni*

- Identification and selection of candidates to fill vacancies.
- Conduct of the entire recruitment process: creation and posting of recruitment notices, completion of the interview candidates, support for primary interviews, making evaluation sheets of selected candidates and drawing up short li selected candidates.
- Communication with candidates by phone, email, via social media.
- Enter candidate information in CRM.

- Centralization and archiving of all necessary documents.

## **JR ASSIGNMENT MANAGER** · LiftService · Chişinău

*Septembrie 2017 - Iunie 2020 · 2 ani 10 luni*

- Present to hiring manager, conduct phone interview, schedule interview and administer assignment procedures for all qualified candidates.

## **Domeniul dorit**

- Resurse Umane

## **Studii: Superioare**

### **UPS Ion Creangă**

*Absolvit în: 2017*

Facultatea: Filologia

Specialitatea: Limba și literatură română -engleză

### **„Alexandru Ioan Cuza” University of Iași -bursa (Erasmus +)**

*Absolvit în: 2016*

Facultatea: Litere

Specialitatea: Limba și literatura română -engleză

## **Cursuri, training-uri**

### **HR Manager**

*Absolvit în 2021*

Organizator: Olesea Vascan -Vaserole SRL

### **QA -tester basic**

*Absolvit în 2018*

Organizator: Special IT