**Marijana**

**Marijuana.372608@2freemail.com**

**SUMMARY**

A Human Resources Professional, with five years of progressive experience in diverse administrative roles. My expertise range from performance management, recruitment consulting, on-boarding and employee relations. I am a motivated and success-driven individual, holding a strong track record of strategic and operational management experience.

**PROFESSIONAL WORK EXPERIENCE**

**April 2017 – Present**

**First Resort Global Recruitment**

**Dubai**

**HR Executive – Recruitment**

* Promoted from HR Admin Assistant, to HR Executive after 5 months.
* My role became more focused on resourcing and recruitment, along with general HR duties.

Recruitment Support Responsibilities:

* Responsible for supporting International Recruitment Director: acting as a reliable source of information, processing all recruitment-related administration within agreed timescales and providing excellent customer service
* Assist in searching, identifying and approaching candidates through various channels.
* Talking to senior level candidates about job opportunities across the GCC
* Gathering and qualifying information from candidates according to job specifications
* Responsible for researching and sourcing exceptional talent in order to refer to client in corporate business
* Utilized a wide array of company resources in order to recruit and consult candidate
* Evaluated talent and presented candidates to internal consultants with significant details as to why they fit a specific need
* Managing a large number of candidates for various positions at the same time.
* LinkedIn Management: Posting New Job Adverts/ Keeping on top of all LinkedIn Ads/ reply to Inbox Messages/ Invitations to Connect
* Managing administrative tasks for International Recruitment Assistants

HR Administrative Responsibilities;

* Writing & sending interview prep emails
* Summarising and formatting of CV’s for the company - making sure all information is accurate and correct
* Upload all shortlist’s to company database – ensuring candidates CV and information is up to date and correct
* Updating the company internal database with new candidate information

**November 2016 – April 2017**

**HR Administrative Assistant**

**Dubai**

**First Resort Global Recruitment**

Responsibilities:

* Screening the candidates by conducting telephonic or personal interviews as the case may be.
* Maintaining and updating the database of the candidates.
* Background verification of the shortlisted candidates.
* Making and amending the existing policies and procedures.
* Keeping a track of the attendance of the employees.
* Helping the seniors do performance appraisal in a better way by adopting better appraisal practices.
* Planning events or activities regularly or on some occasions, getting those approved by senior management and implementing those.
* Designing the salary structure for employees.

**March 2010 – November 2016**

**Widex d.o.o.**

**Serbia**

**HR and Administration Manager**

Responsibilities:

* Responsible for administrative staff maintaining by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Screening the candidates by conducting telephonic or personal interviews as the case may be.
* Maintaining and updating the database of the candidates.
* Background verification of the shortlisted candidates.
* Making and amending the existing policies and procedures.
* Keeping a track of the attendance of the employees.
* Helping the seniors do performance appraisal in a better way by adopting better appraisal practices.
* Designing the salary structure for employees.

**February 2009 – March 2010**

**Pension and Disability Insurance Fund of the Republic of Serbia**

**Serbia**

**HR Executive**

**Responsibilities:**

* Responsible for personnel management, social welfare and the maintenance of HR records. Receiving and documenting queries from third parties.
* Ensuring timely initiation and proper compliance of statutory requirements under various labour laws.
* Data validation and verification with Ministry of Interiors.
* Ensuring the confidentiality of sensitive information.
* Coordinating activities between the organization and outside parties.
* Providing clerical and administrative support to staff of the Human Resources department.

**EDUCATION**

**2015** **Master’s Degree, Business Economics and Finance**

Faculty of Economics and Engineering Management

Novi Sad, Serbia

**2009**  **Bachelor’s Degree, Business Economics and Finance**

Faculty of Economics and Engineering Management

Novi Sad, Serbia

**SKILL SETS**

Professional:

* Self-motivated, initiative, maintains a high level of energy.
* Problem analysis, use of judgment and ability to solve problems efficiently.
* Proven ability to organize personal work priorities.
* Competent at filing and updating records.
* Tolerant and flexible, adjusts to different situations.

Personal:

* Ability to take ownership of issues and to work alone with little or no supervision.
* Exceptional attention to detail with proven interpersonal skills.
* Ability to respond to timeframes and deadlines with pace.
* Able to manage stress timely and effectively.
* Always smartly dressed, articulate and presentable

**PERSONAL DETAILS**

**Date of Birth:** 18th August 1986

**Nationality:** Serbian

**Visa:** Husbands Visa

**Languages:** Serbian, English, Russian

**Health:** Excellent

**Driving Licence:** UAE

\*References available on request