

## PERSONAL INFORMATION

## MIHAELA MURARIU



📍 Iași

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## WORK EXPERIENCE

May 2019 - present

**Human Resources Director**

SC ANTIBIOTICE SA, Iași

- Implementing Antibiotice's business strategies by planning, organizing, coordinating and controlling human resources activities;
- Participating in defining the company's strategy on the human resources component;
- Reorganising the human resources team, setting new roles and responsibilities for the fluent and effective deployment of human resources and for adapting to an increasingly dynamic business environment;
- Analysing the human resources processes / activities / data, redesigning them in order to implement an integrated human resources software to streamline specific activities.

**Business or sector** Pharmaceutical products manufacturing

September 2018 – May 2019

**Human Resources Manager**

TESTER GROUP, Iași

- Reorganising the coordinated team, setting new roles and responsibilities, for the fluent and effective deployment of human resources activity;
- Completely implementing the performance management concept in the organization;
- Validating and implementing the performance evaluation process;
- Auditing the personnel files and improving the personnel administration process;
- Improving / provisionally optimizing the employees' electronic timekeeping procedure in order to decrease the time required for the salary calculation;
- Assuming the project of recruitment, selection and employment of foreign personnel on direct productive functions, complying with all the necessary legal formalities.

**Business or sector** Car commerce, real estate

Mai 2013 – September 2018  
(in maternity leave from June  
2017 to September 2018)

### Human Resources Manager

ZF GROUP, Roman

- Recruiting and selection of all needed personnel for the start-up plant in Roman, including manpower planning, internal and external advertising, interviews, hiring decisions together with the functional department, integration process for the new employees;
- Leading all aspects related directly or indirectly to employee management to achieve business targets;
- Representing the company before the administration, official organization, labor authorities and private entities in the social area;
- Implementing and monitoring the Training and Development process in the plant, assuring succession planning and implementation of talent development programs;
- Preparing the HR Budget and monitoring / controlling the variances between budget, forecast, estimation and actual;
- Coordinating the personnel administration and payroll activities (over 10 mil EUR annual budget for total plant salaries and other benefits);
- Developing competitive compensation and benefits strategies;
- Representing the company in the meetings with works council, in the collective bargaining and partner agreements, being responsible for the establishing of bargaining agreements for the plant;
- Monitoring the internal HR KPIs, developing recommendations and implementing action plans for improvement;
- Implementing the performance evaluation process based on annual objectives and KPIs;
- Encouraging and supporting HR plant initiatives (social programs, personnel motivation, etc.).
- Coordinating the internal communication plans and assuring the communication with internal and external partners;
- Maintaining positive working relationship with employees and the management team, assuring a positive working climate;
- Advising management of industry trends and legislative changes affecting human resources programs;
- Advising and assisting departmental managers on the interpretation and the administration of policies, programs and best practices;
- Acting as internal promoter in regards to legal and ethical company policies and standards.

**Business or sector** Automotive components manufacturing

June 2012 – May 2013  
(in maternity leave from June  
2012 to May 2013)

### Business Unit Human Resources Manager

DELPHI DIESEL SYSTEMS, Iași

- Responsible for the HR related matters within Injectors & Pumps Business Unit of the company;
- Supervising and coordinating work activities of HR team;
- Controlling and improving HR KPI (turnover, absenteeism and training) inside the business unit;
- Applying plant HR policies & practices and developing recommendations for improvement;
- Conducting and analyzing exit interviews;
- Preparing personnel forecasts to project employment needs;
- Involved in preparing the HR Budget;
- Monitoring the costs and expenses of the HR department within the allocated budget;
- Preparing various reports for management or division level;
- Maintaining the relationship with the local authorities (Labor Institute, Unemployment Agency, etc).

**Business or sector** Automotive components manufacturing

August 2009 – May 2011

**Recruiting Coordinator**

DELPHI DIESEL SYSTEMS, Iași

- Assuring the fulfillment of staffing personnel according to the required hiring plan;
- Collaborating with HR services suppliers;
- Monitoring and analyzing recruiting KPIs, generating specific reports;
- Collaborating with the Technical University and Technical High Schools in order to develop a strong partnership;
- Monitoring the recruitment costs & expenses within the allocated budget;
- Organising and participating at job fairs.

**Business or sector** Automotive components manufacturing

May 2007 – August 2009

**Branch Manager**

LUGERA &amp; MAKLER, Iași

- Coordinating and managing the activity within Iași branch;
- Interacting with local authorities and suppliers from administrative point of view;
- Identifying and developing the branch team for specific activities (recruiting, personnel administration and payroll);
- Training and coaching of the junior consultants;
- Assuring the search & selection for entry level, specialists and management positions;
- Maintaining successful relationship with actual clients and establishing accurate flow of information;
- Advising consultants on client and employee related matters;
- Drawing up reports for the Management team within headquarter;
- Promoting Lugera & Makler brand on the local market.

**Business or sector** Human resources services

December 2005 – April 2007

**Human Capital Consultant**

LUGERA &amp; MAKLER, Iași

- Realizing a successful and profitable deployment of search and selection projects;
- Performing the full recruitment and selection process for various positions up top management;
- Assuring an effective candidate management (recruitment database, candidate contact and feedback);
- Assuring an effective customer management (developing and maintaining a long-term relationships with assigned customers);
- Coaching Junior Consultants.

**Business or sector** Human resources services**EDUCATION AND TRAINING**

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2004 – 2006

**Master's Degree**Alexandru Ioan Cuza University of Iași, Faculty of Psychology and Education Sciences  
Staff Evaluation, Training and Training and Psychological Counseling

1999 - 2003

**Bachelor's Degree**Alexandru Ioan Cuza University of Iași, Faculty of Psychology and Education Sciences  
Psychology

PERSONAL SKILLS

Mother tongue Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

Social skills Communication, negotiation, coaching

Organisational / managerial skills Management, leadership, time management, organisational development

Job-related skills Human resources policies, human resources consulting, talent management, recruiting and selection, executive search, training, employee relations, budgets

Digital skills Microsoft Office

Driving licence B category

ADDITIONAL INFORMATION

- Courses
- 7 Habits for Highly Effective People
  - Employees international mobility - Deloitte România
  - Finance for Nonfinance
  - First Level Leaders Programs
  - Introduction to Lean Management
  - Sales Advantage - Dale Carnegie
  - Six Thinking Hats - Mind Master
  - Stress Management Program - TMI
  - Ambition and perseverance