

**MURARIU MIHAELA**

**PERSONAL INFORMATION:**

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**SUMMARY:** My permanent goal: *to inspire the people around me, make human resources an added value in a company and thus, the business grows!*

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**WORK EXPERIENCE:**

**September 2022 – present Business or sector: Pharmaceutical products manufacturing**

**SC ANTIBIOTICE SA, Iași Human Resources Director**

**Responsibilities:**

* Participating in optimizing the company's strategy for human resources by planning, organizing, coordinating and controlling human resources activities;
* Providing coaching & counselling to leadership roles on a broad range of HR topics (team management, conflict management, talent & career management, performance management, competency management, stress management);
* Redefining the human resources team by setting clear roles and responsibilities for the fluent and effective deployment of human resources and for adapting to an increasingly dynamic business environment;
* Monitoring the current labor budget, preparing multi-annual labor budget, optimizing the motivational system for the employees and adjusting the salary policy to the company requirements and market trends;
* Continuing to implement the integrated human resources software to streamline specific activities, by analyzing and redesigning the human resources processes / activities / data;
* Creating new instruments for attracting and developing talents within the company, by means of the platform developed by the company, ACADEMIA A+.

**August 2020 – present Business or sector: Management consultancy**

**AUTENTIC HR CONSULT SRL, Iași Managing Partner**

* Mentoring HR professionals in order to enlarge their HR knowledge and develop HR specific competencies;
* Implementing specific HR projects within small and medium size companies (performance evaluation process, recruiting, selection and onboarding process, employer branding, organizational culture, etc.) according to clients’ needs.

**May 2019 – May 2020 Business or sector: Pharmaceutical products manufacturing**

**SC ANTIBIOTICE SA, Iași Head of Human Resources**

**Responsibilities:**

* Implementing Antibiotice's business strategies by planning, organizing, coordinating and controlling human resources activities; participating in defining the company's strategy for human resources;
* Providing coaching & counselling to leadership roles on a broad range of HR topics (team management, conflict management, talent & career management, stress management)
* Reorganizing 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;
* Gathering all the data from previous and current activity and generating the company’s Compensation and Benefits Policy, in order to implement and continuously optimize the process;
* Analyzing the human resources processes / activities / data, redesigning all in order to implement an integrated human resources software to streamline specific activities.

**September 2018 – May 2019 Business or sector: Car commerce, real estate**

**TESTER GRUP, Iași Human Resources Manager**

**Responsibilities:**

* Reorganizing the HR team, setting new roles and responsibilities, for the fluent and effective deployment of human resources activity;
* Completely implementing the performance management concept and process in the organization;
* Improving personnel administration process and payroll activities flow;
* Advising, assisting and coaching departmental managers about understanding and applying the policies, procedures and standards within the company;
* Lead the recruitment, selection and employment of foreign personnel on direct productive job roles, complying with all the necessary legal formalities.

**May 2013 – September 2018 Business or sector: Automotive components manufacturing**

**ZF GROUP, Roman plant Human Resources Manager**

**Responsibilities:**

* Build up the HR department in the plant, taking into account specific group HR processes, policies, standards and Romanian HR laws;
* 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;
* Implementing and monitoring the Training and Development process in the plant, assuring succession planning and implementation of talent development / career path programs based on local tree-org tool (job role / seniority / salary level)
* 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);
* Implementing competitive compensation and benefits strategies, considering labor market analytics and matching headcount growth and development within the plant;
* Representing the company in the meetings with the works council / employee representatives, being responsible for the negotiation of the collective bargaining agreements in the plant;
* Advising management on labor market trends and specific HR labor law changes affecting human resources programs;
* Advising and assisting departmental managers on the interpretation and the administration of policies, programs and best practices;
* 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, engagement, employee relations, etc.).
* Coordinating the internal communication plans and assuring the communication with internal and external partners.

**August 2009 – May 2013 Business or sector: Automotive components manufacturing**

**DELPHI DIESEL SYSTEMS, Iași Business Unit HR Manager**

**Recruiting Coordinator**

**Responsibilities as a Business Unit HR Manager:**

* 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.).

**Responsibilities as a Recruiting Coordinator:**

* 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;
* Organizing and participating at job fairs.

**December 2005 – August 2009 Business or sector: Human resources services**

**LUGERA & MAKLER, IASI Branch Manager**

**LUGERA & MAKLER, BUCHAREST Human Capital Consultant**

**Responsibilities as a Branch Manager:**

* Coordinating and managing the activity within Iasi 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 jobs;
* 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 headquarter management team;
* Promoting Lugera & Makler brand on the local market.

**Responsibilities as a Human Capital Consultant:**

* Realizing a successful and profitable deployment of search and selection projects;
* Performing the full recruitment and selection process for various jobs 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 relationship with assigned customers);
* Coaching Junior Consultants.

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**EDUCATION:**

**2004 – 2006 Master’s Degree**

**“Alexandru Ioan Cuza” University of Iași Faculty of Psychology and Education Sciences**

**Major field Staff Evaluation, Training and Psychological Counseling**

**1999 – 2003 Bachelor’s Degree**

**“Alexandru Ioan Cuza” University of Iași Faculty of Psychology and Education Sciences Psychology**

**Major field** **Psychology**

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**TRAINING AND SKILLS**:

**Foreign languages:**

* English - fluent
* French - intermediate

**Personal abilities:**

* Open communication, proactive, optimistic, negotiation, coaching, leadership and participative management approach
* Time management, organizational skills.

**HR & Business knowledge:**

* Human resources policies (Personnel administration, Onboarding process, Talent management / Career planning, Recruiting and selection / Executive search, Training and competency development, Compensation and benefits, Performance appraisal, Employee relations)
* Human resources consultancy
* Budgeting & reporting

**Driving license**:

* B category since 1997

**Certificates:**

* 7 Habits for Highly Effective People, Employees international mobility - Deloitte Romania, Finance for Nonfinance, First Level Leaders Programs, Introduction to Lean Management, Sales Advantage - Dale Carnegie, Six Thinking Hats - Mind Master, Stress Management Program – TMI
* LEAN LEADERSHIP & MANAGEMENT (2020)
* DIGITAL MARKETING – BASIC KNOWLEDGE (2020)
* PROFFESSIONAL LIFE COACH – Transformation Academy (JULY 2020)

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