



## MURARIU MIHAELA

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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**  
**DELPHI DIESEL SYSTEMS, Iași**

**Business or sector: Automotive components manufacturing**  
**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**  
**LUGERA & MAKLER, IASI**  
**LUGERA & MAKLER, BUCHAREST**

**Business or sector: Human resources services**  
**Branch Manager**  
**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

“Alexandru Ioan Cuza” University of Iași

Major field

1999 – 2003

“Alexandru Ioan Cuza” University of Iași

Major field

Master’s Degree

Faculty of Psychology and Education Sciences

Staff Evaluation, Training and Psychological Counseling

Bachelor’s Degree

Faculty of Psychology and Education Sciences Psychology

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)
  - √ PROFESSIONAL LIFE COACH – Transformation Academy (JULY 2020)
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