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| Adina Florescu  HR Specialist  Global Mobility and Recruitment |  | G:\ATKINS\My docs\Pictures\Adina - Atkins Photos\495C6863.JPG |
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| Profile |  | Profession  Human Resources Specialist, Psycologist  Experience in the field  6 years  Education  BA in Psychology - 2007  Year of birth  1983  Nationality  Romanian  Social status  Not married, no children  Contact details  +45 91735278  Rahbeks Alee, 11, 17 th  1749 Kobenhavn V  [adinaflorescu@yahoo.com](mailto:adinaflorescu@yahoo.com) <https://ae.linkedin.com/in/adinaflorescu> |
| I am a Psychology graduate with 6 years of experience in the HR field and strong language skills; I am fully fluent in English, French and Romanian and functional in German. I am also picking up Danish, currently attending intensive language classes that will allow me to understand and integrate faster into the Danish society.  My keen interest in the Human Resources field, joint with a genuine attraction towards multicultural environments both socially and at work, have led me to a 2 years international assignment in Dubai, UAE, working with WS Atkins, as Global Mobility Specialist and Recruiter. This experience has enabled me to develop not only specific HR experience, but also a valuable and transferable skill set, sensitivity to the dynamics of a cross cultural work place and a general positive attitude towards change and new environments.  I am especially known for my ability to relate to people of different personalities and backgrounds. Tolerant, curious and appreciative of various work patterns while remaining committed to deadlines; I enjoy the organisational/personal side of human resources, keeping track of numerous tasks, somewhat like an entrepreneur. Past employers mentioned that I am reliable and committed with a steady hand in stressful situations. Joyful, helpful and caring is what my friends would describe me.    I am currently looking to secure a position in a dynamic and complex organization, where I can bring immediate value and develop current skills set further. |  |

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| Key quaifications | | |  |  |
| * Global Mobility * Social Protection * Immigration * Recruitment | * Relocation * International Tax * Shared Services * Employee relations | * + Compensation & Benefits   + Policies & Procedures   + MS Office, Outlook, SAP, Oracle, Taleo, Cadis, Charisma |  |

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| Career Description | | |
| 2013 - 2015 |  | WS ATKINS & Partners Overseas, Global Mobility Advisor, Recruiter |
| 2011 - 2013 |  | Alcatel-Lucent, Global Mobility Specialist |
| 2009 - 2011 |  | Deltatel, HR Coordinator, Assistant Manager for Operations Depatment |
| 2007 - 2009 |  | Babes-Bolyai University, PR specialist, Spokesperson |
| 2006 - 2007 |  | Ziua de Cluj daily newspaper, Culture and Education Depatment - Editor |
| 2002 - 2006 |  | Psychology student, student jobs including shop assistant, waitress. |

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| Experience with Atkins (2013- 2015), Dubai, UAE | | | |
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| Recruiter  2013-2014 |  |  | Recruiting for talented Architects, Urban Designers, Engineers as well as Contracts, Claims and Quantity Surveying personnel, reporting to the Head of Middle East Recruitment   * Recruiting for experienced roles across the region (UAE, Oman, Qatar, Saudi Arabia, Bahrain) * Building and maintaining high quality effective relationships with Hiring Managers and HR colleagues to proactively resource within the region. * Collaborating with business leaders to build a recruitment plan utilizing strategic and proactive sourcing to ensure appropriate candidate flow. * Identified and presented perspective candidates to internal client departments whilst constantly maintaining and appreciating client/candidate relationship * Partnering and working closely with other HR team members to ensure a consistent flow of HR services to client departments, managers and employees * On a day to day basis worked alongside Departmental and Project Managers to understand recruitment best practices and source candidates accordingly * Single point of contact for the Atkins Graduate Recruitment & Development Programme in the Middle East, for roles across the entire range of functions and businesses. * Reading applications and interpreting SHL Psychometric scores * Facilitating and coordinating external recruiting events, such as career fairs in UAE, Oman, Qatar and the UK * Offering administration process guidelines - to all candidates including temporary placements - ensuring that offer paperwork is sent out to candidates promptly * Assisting with the administration / legalisation of new recruits documentation in line with the in-country immigration teams * Responding to candidate queries in a prompt and courteous manner * Contributing to the continuous improvement of the recruitment processes implementing changes when required |
| Global Mobility Advisor  2014 - 2015 |  |  | In charge of a portfolio of 105 expats in the Middle East (UAE, Qatar, Oman, Bahrain, Saudi Arabia), reporting to the Head of Middle East Reward and Mobility, with dotted line to Head of Global Mobility.   * Functioning as part of the Global Mobility team, as single point of contact for all assignment to and from the Middle East – worldwide. * Contributing to global mobility projects designed to improve the operating model and service delivery across the Middle East region and across the Atkins group * Managing expatriate assignments through the assignment lifecycle * Advising the business on appropriate mobility approaches * Preparing assignment packages, documentation and costing * Briefing assignees on policy and process * Supporting the assignees during their assignment. * Liaising with the home and host country mobility/HR and other internal stakeholders e.g. tax & payroll. * Instructing and liaising, with third party vendors e.g. destination services. * Working closely with regional and Group stakeholders to find effective solutions to mobilisation issues * Delivering projects to improve assignment activities and to respond to changing mobility requirements * Working with the Resourcing team to support project mobilisation activities where this requires expatriate staff. * Acting as subject matter expert in mobility matters, and responding to international mobility enquiries received from HR and line managers across the region or from other regions where these related to the Middle East business. |
| Experience with Alcatel-Lucent (2011- 2013), Timisoara, Romania | | | |
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| Global Mobility Specialist  2011 - 2013 |  |  | The HR Shared Services Centre (HRSSC) at Alcatel-Lucent offers select Finance and Human Resources transactional services to the entire group. It combines these transactional services into one operation that offers high-quality customer service. Reporting to the Global Mobility Department’s Team Lead.   * Managing end to end International Mobility activities as single point of contact, for assignments to and/or from EMEA countries and providing International Mobility advice and expertise to HR professionals in the region * Ensuring end to end global mobility services - from the start of an international assignment to localization of the assignee in the host country or end of assignment and reintegration in the home unit. * Responsible for all assignments (short term, long term, temporary transfers, permanent transfers, international hires) inside EMEA, hosted in any region outside EMEA and hosted in EMEA coming from any other regions (NAR, CALA, APAC) * Ensuring immigration requirements including work visas, employment passes, European forms, medical coverage, etc. * Coordinating closely with third party vendors, such as tax consultants, healthcare providers, immigration lawyers and removal firms to ensure quality of services, productivity and efficiency. * Responsible for approval of all service related invoices from service supplier. * Working closely with business unit directors/managers, HRDs and HR Service Centres to provide advice and guidance on mobility & HR matters for international moves (financial packages, cost projections, international labour contracts, assignment conditions) * Single point of contact for all parties involved in the process (assignees, Home/Host managers, Home/Host local HR) scheduling and holding interviews and presentation of conditions calls. * Responding to queries and requests from IM clients and counter-parts (assignees, HR professionals, IM professionals from APAC and Americas, external providers (PWC, Crown Relocation) and Alcatel-Lucent departments) * Identifying key areas of process improvements as well as identifying solutions when needed |
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| Experience with Deltatel (2009 - 2011), Timisoara, Romania | | | |
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| HR Coordinator, Assistant Manager for Operations Department  2009 - 2011 |  |  | * Managed the day to day HR generalist function within the company, first point of contact for employee relations and maintenance of personnel files * Responsible for monthly payroll reconciliation with finance department * Administrating HR Generalist related issues, contracts, timekeeping, payroll and monthly expenses, training and development programs, etc. * Managing the daily office operations, including maintenance and repair works * Contracts and supplier management * Preparing documentation for meetings and participating to meeting with various clients |
| Experience with Babes-Bolyai University (2007- 2009), Cluj-Napoca, Romania | | | |
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| PR Specialist, Spokesperson  2007-2009 |  |  | The Babeș-Bolyai University is today the oldest, the largest and, in many ways, the most prestigious university in Romania.   * Subordinated to the Chancellor of the University * Public presentation of the University in the local, regional, national and international media, for a better visibility of all types of academic activities carried out by the institution. * Organizing weekly press conferences with university leadership. * PR and communication strategy for the University: campaigns, relationship with public national and local authorities and media, external events * Market and Media monitoring and feedback; * Developing web content for the official website of the university |

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| Experience with Ziua de Cluj – Daily newspaper (2006-2007), Cluj-Napoca, Romania | | | |
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| Editor, Culture and Education Department  2006 - 2007 |  |  | * Covering important and relevant events related to local and national subjects, mainly concerning the cultural and educational sphere. * Using interview and analysis skills to collect information, determine what is valuable and compile it into written format for print or electronic viewing. |

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| Courses |
| * University of Cambridge, Certificate in Advanced English, 2001 * Goethe Institut, Zertifikat A1, 2009 * Alcatel-Lucent University - Advanced Excel, 2012 * Alcatel-Lucent University - Optimizing customer relationships, a Shared Service Center perspective, 2013 |

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| Extra curricular activities | | | |
| **1992 – present** – member of Romanian Scouts Organization    **2000 – present** – member of Lions Club; June-July 2001- Cultural scholarship, Toulouse, France | | | |
| Languages | Reading | Speaking | Writing | |
| Romanian  English | Fluent  Fluent | Fluent  Fluent | Fluent  Fluent | |
| French  Danish | Fluent  Beginner | Good  Beginner | Good  Beginner | |
| German | Good | Beginner | Beginner | |
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