



Yevheniia Miniailenko

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Date of birth: 10. 4. 2000

WORK EXPERIENCE

HR Service Agent EMEA area with French, KONE - Bratislava, Slovak Republic

August 2022 - Currently

- Supporting and advising employees and managers with different HR - related questions, administrative tasks as well as tools
- Responding and handling different requests from employees as well as managers (email / phone / meetings)
- Ensuring excellent support for the following HR processes: master data and reporting, recruitment, talent management, reward and recognition, learning and development

Recruitment Analyst Trainee, Accenture - Bratislava, Slovak Republic

April 2022 - July 2022

- Whole cycle recruitment process
- Post jobs, source and screen candidates
- Preparation, organization, and active participation in the interviews
- Cooperation with hiring managers on recruiting strategies
- Conduct regular follow-ups with managers to determine the effectiveness of recruiting plans and implementation
- Use social and professional networking sites to identify and source candidates

Sales and Business Development manager, B2D - Business to Developers - Kharkiv, Ukraine

January 2022 - March 2022

- Cooperation and communication with the clients
- Track all relevant qualification data and lead management activity
- Follow up and manage the process

IT Recruiter/Sourcer, CloudEOU Systems - Kharkiv, Ukraine

December 2021 - March 2022

- Candidates sourcing/screening resumes/conducting telephone and Google meet interviews
- Selection of potential candidates
- Active cooperation with team members
- Everyday working with KPIs and targets
- Writing job advertisements and sharing them on social networks sites

SKILLS

Recruitment - Advanced

HR management - Advanced

Sales management - Skillful

Business development - Skillful

LANGUAGES

Ukrainian - Proficiency (C2)

Russian - Proficiency (C2)

English - Upper intermediate (B2)

French - Upper intermediate (B2)

Slovak - Elementary (A2)

**IT Recruiter/Sourcer, B2D - Business to Developers - Kharkiv,
Ukraine**

September 2021 - March 2022

- Candidates sourcing/screening resumes/conducting telephone and Google meet interviews
- Selection of potential candidates
- Active cooperation with team members
- Everyday working with KPIs and targets
- Writing job advertisements and sharing them on social networks sites

EDUCATION

Social sciences, National Aerospace University. Kharkiv

Aviation Institute

Bachelor in Psychology

September 2017 - June 2021, Kharkiv, Ukraine