

# Super Petr

27.06.1971 (49 years)

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## Summary

At one point in my life I've decided to dedicate my career to hospitality industry. After few "trial runs" I found that my talents fully bloom when I am working with people. And so I work in HR! Today hospitality is my passion, my life, my career.

## Additional education

- 2011, Social Network Recruiting
- 2009, Building succesfull HR Brand
- 2007, Changes in Labor Law in RF

## Total experience

HR management	15 years 9 month
Managing a Department or a Business Unit	4 years 2 month
Sales	3 years 1 month
Recruitment	2 years
Hotel front-end staff	10 month

## Language skills

**English language** (Native language or I can speak as a native speaker with barely noticeable accent.);

**Russian language** (Native language or I can speak as a native speaker with barely noticeable accent.);

**French language** (I perfectly understand oral speech, and I can speak fluently, but sometimes I have to recall "difficult" words. I read and write well. );

**German language** (I understand oral speech a bit, but it's hard for me to speak. I understand the meaning of any written text, I use dictionary to translate difficult words. I can write a simple letter by myself.);

## Salary expectations

5 000 USD

## Employment history

March, 2009 — Current date  
12 years, 2 month

**Korstor Hotel**  
Russian Federation, Moscow  
Hotels | Restorants

### HR Manager

Managed operation of an HR department of a 4-star hotel. 153 rooms to choose from, free Wi-Fi and panoramic views of San Martos. There are several restaurants and bars.

### Tasks / KPIs

- Managed the regular and individual assessment of the personnel
- Managed probation and New Employee Orientation processes for newly hired employees
- Searched for candidates for positions of middle and Top level, assessed fitness for a role and selected those who fit the best (3-5 hires per month)
- Developed several systems of training that has resulted in reducing of turnover of staff (2-3 training programs a month; annual turnover below 8%)
- Managed the HR Department (5 heads) - HR generalists (2) - Recruiter - Trainer - C&B specialist

### Measurables

Managed budget — **\$15 000 a month**  
Size of managed team — **5 people**

February , 2005 — February  
, 2009  
4 years

**Mansoon Group**  
Russian Federation, Moscow  
Hotels | Restorants

### HR director

Organized and Directed HR department of hospitality and gaming company (2 hotels, 3 casinos)

### Tasks / KPIs

- Consulted and advised senior management on HR issues - Organizational structure and Headcount planning - Executive recruitment, hiring and deployment - Employee evaluation and development - Expatriate employment / Relocation - Labor disputes
- Directed HR aspects of initiatives of the Group in Russia, in particular: - Development of grading and C&B structure - Setting up employee services business group, including HRM automation - Initial staffing of projects - Budgeting of payroll and other HR related expenses - Employment termination upon project completion
- Established and managed administrative and operational support group (3 employees)
- Re-structured and managed HR department (5 employees): HR generalist (3); Trainer; Recruiter;

### Measurables

Managed budget — **\$30 000 a month**  
Size of managed team — **8 people**

April, 2004 —  
October, 2004  
6 month

**The Ritz-Carlton**  
France, Ile-de-France, Paris  
<http://www.ritzcarlton.com/>  
Hotels | Restorants

### HR Generalist

\* Internship during study

### Tasks / KPIs

- Support salary administration and performance managements processes (annual and ad-hoc compensation process and practices, performance appraisal tracking, salary adjustments, promotions, spot awards payments/tracking)
- Maintained and updated HR related data to ensure accurate employee records, reporting and compliance
- Supported internal and external recruitment processes as well as other activities that underpin successful recruiting (e.g. new hire activation)

### Measurables

Managed budget — \$3 000 a month