**Sanela Mulabegovic**



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| **Nationality** | **CROATIAN, EU** |
| **Years Of Experience** | **18+ Years** |
| **Date of Birth** | 12.08.1980 |
| **Contact Details** | [**sanela.mulabegovic@gmail.com**](mailto:sanela.mulabegovic@gmail.com)  **Mob: 00965 99 533 289** |
| **Residency and Address** | Residency – Family Visa/Transferable (in Kuwait since 6.1.2019.) Salwa, Block 8 |

# Profile

# With over 3 years experience in TEACHING in Kuwait and 15 years of experience in HR in Croatia- managing operational duties, in multi-national firms *across all areas of HR management* such as Salary & Benefit Management, Internal Relation Management, Labor Law, Recruitment, Personnel Service Management, Talent Management, Organizational Development, Performance Management, Change Management and Leadership Development and Psychometrics. I am a passionate and effective leader, skilled in enlisting the support of all team members in aligning with project and organizational goals and recognized by executives for my personal integrity.

# Education

1. **Bachelor of Law, The Faculty of Law** of the University of Zagreb, Croatia, EU Main Subjects – **LABOR LAW AND HUMAN RESOURCES**
2. **Management Institute Diploma**, Zagreb, Croatia, EU - Main Subjects HR MANAGER

2002 - **Total System Management Diploma**, Zagreb, Croatia, EU - Main Subjects MS Office

2018- **Training course – ISSO 9001-2015, Quality Management Systems**

# Work Experience

# Little Harvard Preschool, Kuwait 01.12. 2019. – today, TEACHER

*Key Responsibilities:*

* Establish and enforce rules of behavior for children in their classrooms
* Provide basic needs for children
* Provide tools and resources for children to use and explore during learning and play activities
* Adapt teaching methods and materials to meet the interests and learning styles of children
* Develop and maintain positive relationships with children and parents
* Creating Lesson plan and Report cards

# Charles André Transports, Leading European Logistics Company (Croatian branch), Zagreb, Croatia

# 2017 – 2019, *Head of HR Department*

*Key Responsibilities:*

* Provided advice and support to management on HR strategy
* Designed and implemented HR strategy that is aligned with the organizational goals and objectives and all in accordance with **ISSO 9001 and 14001** standards
* Designed and implemented salary, compensation and benefits programs
* Implementing processes for internal Relation procedures
* Prepared recruitment plans (consolidation of organizational unit plans), including announcement of job advertisements, implementation of selection and recruitment procedures and selection of candidates
* Managed onboarding and training for new employees
* Developed the administrative procedures for employment of foreigners
* Initiated a strategy to elevate the strategic importance of HR function by focusing on: o Enablers to identify, attract and hire the most skilled, experienced and talented individuals in an efficient and timely manner
  + Having a set of high quality standardized recruitment tools that are used consistently o Ensuring recruiters and teams are recognized as subject matter experts, respected by their hiring communities as essential business partners that add value beyond transactional hiring
  + Using data, metrics and reporting to monitor performance and identify areas for performance improvement; regular reporting shared with business stakeholders and acted upon
  + Leveraging our uniquely defined employee value proposition and brand to attract, engage and retain talent

*Key Highlights:*

* Head of HR for over 200 employees

**Pet- Prom d.o.o, Construction Company, Zagreb, Croatia**

## 2014– 2017, Head of Personnel Service

*Key Responsibilities:*

* Research existing packages and use collected data to create new benefit plan, calculating expenses for employers, advantages for employees and potential
* Resolving employee relations by addressing demands, grievances or other issues
* Sourced, developed and facilitated numerous leadership and management development programs at all levels of the organization
* Prepared employment contracts for employees, including calculation of the gross salary for the contract and overall benefits package
* Maintained records of employees on trial work and records of extension of contracts for workers
* Developed Personal Development Plan for employees
* Organized and conducted employees performance assessment, measuring the work experience, and determining awards and impact on personal development plan

*Key Highlights:*

* Head of Personnel Service for over 300 employees
* Close collaboration with senior management to onboard employees on time
* Implemented HR software solution to improve efficiency of HR function

# Carin d.o.o, Construction and Building Company, Zagreb, Croatia

## 2008 – 2014, Head of Personnel Service

*Key Responsibilities:*

* Lead company’s Personnel Service in accordance with **ISSO 9001 and 14001 standards**
* Managed distribution and archiving of legal contracts
* Managed and resolved employee grievances and personal issues
* Managed legal disputes related to labor law and cooperation with attorney
* Developed documentation for tenders including legal and HR related clauses
* Maintained records of medical examinations and training for occupational and fire protection, and injury at work
* Managed HSE issues and compliance with cooperation with the Department of Occupational Safety and

Health

* Entering data in HR MARIS program
* Maintained records of annual holidays and preparation of a plan for annual vacation, sick leave management and cooperation with the Finance department
* Managed cooperation with the Ministry of Labor - Labor Inspectorate

*Key Highlights:*

* Head of Personnel Service for over 700 employees
* Close collaboration with senior management to onboard employees on time
* Successfully developed and implemented a comprehensive Employee Engagement process

# Montessori Preschool, Zagreb, Croatia

**2005– 2008, Administrator/TA**

*Key Responsibilities:*

* Processing registrations including dealing with fees and data entry in program
* Monitoring availability by maintaining running spreadsheets
* Issuing offers letters to parents 6 months prior to start date
* Organizing pre visits for all children including all pre start paperwork including reports and safeguarding feedback
* Issuing welcome packs and starter paperwork
* Maintain records of all children including health, allergy information etc.
* Helping teachers when they needed help by preparing documentation and teaching kids

# Core Competencies

* Salary, Compensation and Benefit Management
* Internal Relations Management
* Talent Development and Acquisition
* Performance and Personnel Management
* Organizational and Competency Development
* Recruitment Management

# Other Skills and Competencies

* Excellent Oral & written communication. Excellent negotiation skills
* Skillful in MS Office application and HR software
* Living and working in multicultural environments, where communication and teamwork is essential
* Coordination and administration of manpower, equipment, projects and budgets

# Language Skills

* English – Proficient
* German – Good
* Croatian - Native