



ANASTASIYA SURNINA

HR PROFESSIONAL

Passionate People professional with strong cross-industry background and experience supporting diverse workforces in multiple locations. Highly effective at analysing business needs, driving the change and translating business vision into HR initiatives to improve employees' performance and engagement, to control expenses and increase customer satisfaction.

GET IN TOUCH.....



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Dubai, U.A.E

SKILLS & EXPERTISE.....

- HR Management
- Performance Management
- HR Policy & Process Design
- Employee Communication
- Employee Relations & Diversity
- People Analytics
- Digital Transformation
- Office Management & Administration
- Project Management
- Design Thinking
- Enterprise Agile
- Change Management & Control
- Business Process Design & Optimisation
- Business Development
- Business Formation
- Virtual Teams
- Strategic Partnership
- Servant Leadership

TOOLS.....

- Microsoft Office (Word, Excel, PowerPoint)
- Microsoft Project
- Sharepoint
- Visio
- Microsoft Dynamics
- SAP
- AutoCAD

ACHIEVEMENTS.....

Miele | Dubai, U.A.E

HR Manager Oct'20 -Apr'21

Reported to: Managing Director | Director Finance & Admin

- Managed SAP- HR for U.A.E office
- Manged monthly HR reporting to the HQ
- Reviewed the existing and introduced the new HR policies and processes

The Design to Manufacturing Co (D2M) | Dubai, U.A.E

HR & Transformation Manager Nov'17 -May'20

Reported to: Managing Director

- Transformed the organization into Digital Workplace by introducing various applications and processes automation
- Enabled operational change essential to over AED 1.5 million reduction in cost. Helped to facilitate re-design of core business operations, including closure of warehouse and shift to new office
- Developed and Introduced HR processes & procedures for diversified teams located in U.A.E, Greece & UK. Increased employees engagement and improved communication across the diversified teams
- Introduced the internship project. Served as a mentor for a young IT graduate to start her career and work on transformation into a Digital Organization, Cloud-based

Dubai Metal Industries | Sharjah, U.A.E

Employee Engagement & Communication Manager Jan'17-Oct'17

Reported to: CEO | CFO

- Introduced comprehensive HR Policies & Procedures for the Organization. Partnered with CFO to define KPIs
- Initiated cost control to cost cut saving over AED 200k
- Successfully completed office transition project (factory & corporate office separation). Stayed responsible for office image, logistics & operations
- Led Emotional Intelligence program through Management Team;
- Supported "Women Empowerment" project, weekly sessions for female personal & professional growth
- Designed and led Employee Communication & Corporate Events

EDUCATION.....

- Post Graduate Degree Enterprise Management & Economics, National Agricultural University of Lugansk, Ukraine 2008-2010
- Master's Degree English & Literature, Taras Shevchenko University of Lugansk, Ukraine 2007-2008

CERTIFICATION

- Interior Design Institute - ongoing 2021
- Project Management Professional, PMI USA - January 2020
- Professional Human Resource International (PHRI), HRCI USA June 2016

TRAINING

- MS Project Professional, Formatech U.A.E November 2019
- PMP Exam Preparation, Formatech U.A.E May 2019
- Virtual Assistant Solopreneur Program, RiseAssist U.A.E October 2017
- HR Administration, George Washington University by Informa U.A.E April 2016

REFERENCE

References are available upon request

Al Barari | Dubai, U.A.E

HR Support & Office Administrator Jun'15 - Dec'16

Reported to: Group CFO

- Centralized the HRIS for all business units and assisted HR director to design HR Policies and Forms
- Launched "Scan and Save" project to reduce paper wastage by 30% and assure a secure data storage
- Introduced "Go Green" policy to reduce plastic wastage and cut the cost to the organization by 40%

Rapid Access | Dubai, U.A.E

Office Manager & Executive Assistant Sep'14 - May'15

Reported to: Managing Director MENA

- Introduced new service providers that saved the cost to the Organization by 35%
- Managed annual corporate events and team activities with cost below the budget
- Initiated Charity Committee and organized funds collection for "Save the Children" Organization

Trafalgar International FZE | Ukraine, India, U.A.E

Commercial Assistant Jul'10 - Jun'14

Reported to: Executive Director

- Successfully established business relations and introduced the company to the key OEM in Ukraine and Russia (turbine, generator & governing system equipment)
- Engaged and coordinated contract signing for the biennial shut down maintenance of the gas turbine, generator and governing system of a 220 Megawatts nuclear power plant in India- \$1 m (KAIGA-4 and RAPP-5, NPCIL)
- Managed project and team coordination for successful execution of the project
- Stayed full time on NPP site (Kaiga-4 & RAPP-5, India) to coordinate the project and produce the reports

SPJSC Luganskgiproshakht | Lugansk, Ukraine

Cost Control & Planning Officer Sep'07 -Jun'10

Reported to: Head of Department

- Managed monthly production schedules for projects implementation
- Supported preparation of the department's annual budget through data analysis and filtration
- Coordinated business meetings with foreign clients
- Translated the complete technical documentation (incl. specification data, drawings, feasibility study) for open cast coal mine construction project in India (first project outside CIS countries)