Elmira Hovhannisyan

PERSONAL DATA

Birth date 19.08.1974 58 N.Tigranyan str. 19

Gender Female Yerevan, RA

Nationality Armenian Mob: +374 93 60 80 33

Place of birth Georgia E mail: <u>hovhannisyan.mira@gmail.com</u>



PROFESSIONAL EXPERIENCE

10.2020 – up today Russian – Armenian (Slavonic) University www.rau.am

Lecturer

Subject: Information technologies in HR Management

03.2020 – up today Business and life coach (freelancing)

Scope of coaching requests: Self-development, intercommunication difficulties, limiting beliefs, professional and personal destructors, development of behavioral

competencies etc.

Working tools are: psychotherapy, transformative coaching (ICTA), Enneagram,

positive psychotherapy, elements of cognitive-behavioral therapy etc.

10.2017 – 02.2020 Galaxy Group of Companies <u>www.galaxygroup.am</u>

Position: Chief Human Resources Officer

(Total staff in all companies of group – 3000 employees)

Responsibilities: Development of corporate Talent Management strategy, development of Talent management system in line with developed strategy, including boosting of Employer and HR brand of Galaxy, development of joint Talents' and Performance Assessment Systems, as well as development of unified regulations and corporate HR Management structure.

10.2015 – 10.2017 "Mega Food" LLC, Galaxy Group of Companies www.megafood.am

Position: **Head of Human Resources Department**

(company staff – 250-280 employees)

Responsibilities: Establish of the Human Resources Management system of the company, develop the business processes and company organizational structure, launch HR soft program (1C - 3УΠ). Manage the overall talent management, including following areas: recruitment, training and development, performance management, compensations and benefits, motivation system. Work out regulations/procedures on business processes of company related to the HRM.

11.2014 – 09.2015 "PROF AL" LLC <u>www.profal.am</u>

Position: <u>Human Resources Manager</u> (company staff – 300 employees)

Responsibilities: Establish of the Human Resources Management system of the company, including the new structure, develop business processes, document flow scheme and etc. Recruitment, training and development, performance evaluation, teambuilding, assessment of the company staff, work out regulations/procedures on business processes of company; auditing of management of organization of business processes, estimation and optimization of the company headcount.

02.2014 – 07.2014 «Inter RAO UES» - "Development of Labor Management System" project Position: Project Leading Expert www.eca.am

Responsibilities: Description of business processes, calculation of labor expenses on implementation of business processes, benchmarking of labor expenses, auditing of HR management system, auditing of management of organization of business processes, estimation and optimization of headcount of company. Headcount fact number of the company under audit more than 6000 employees.

2006 – 02.2014 «Zeppelin Armenia» LLC - division of Zeppelin International AG

(Dealer of Caterpillar)

Position: <u>Human Resources Manager</u> <u>www.zeppelin.am</u>

Staff under immediate supervising 6-8 employees (administrative department), company staff -35-85 employees

Responsibilities: Manage and control the administrative and daily activity of company. Hiring, recruitment, training and development, performance evaluation, teambuilding, assessment of the company staff. Prepare reports, make annual budgeting of headcount, training plan and administrative expenses, work out regulations/procedures on business processes of company; budget, implement and make assessment on compensation and benefit program, salary survey, employee opinion survey, succession planning.

2005 – 2006 «Zeppelin Armenia» LLC - division of Zeppelin International AG

(Dealer of Caterpillar) <u>www.zeppelin.am</u>

Position: Office and Human Resources Manager

Responsibilities: purchase all necessary items for company activity (stationary, manufactured goods, fuel, furniture, electronic devices etc.), organize and control promotion in accordance with corporate standards, control day to day activity of company, prepare monthly reports. Hiring, recruitment of both company staff and outsourcing employees, prepare state, internal and external reports, work out official and internal documentation of company.

2002 - 2004 «Erkir Nairi» Travel agency (part time)

Position: Guide - Tour Manager

Responsibilities: conduct the excursion tours, work with companion travel agencies, complete groups and organize the excursions in the frame of youth

program "Knowing your motherland – knowing yourself"

1999 – 2005 «Radiostation 1» JSC branch of "RADIO" CJSC

Position: Filing clerk

Responsibilities: correspond the filing system, translate current documents, assist

in preparing state and internal financial and staff reports.

EDUCATION

2019 – 2021 Russian – Armenian University (Slavonic)

Master of Psychology of Personality

10.2019 – 05.2020 Transformative Coaching, Вектор Роста

Certified Coach of ICTA

2017 City Business School

Executive Courses, Certified HR Director

2001 State license of guide

Ministry of trade and financial development, Tourism Division

2000 – 2003 Yerevan Northern University Yerevan, RA

Bachelor of Economics and Management of Enterprises

1991 – 1994 Yerevan State Humanitarian College Yerevan, RA

Translator

OUALIFICATIONAL TRAININGS

Master of Enneagram, "Childhood" Psychological Transformative training, HR Analytics, Interview on competency, Time & Stress Management, Aggregate Motivation, Supervisory Skills, Business Communication, Salary Grading, Business Processes Description, Talent Selection and Management, Finance for Non-financial Managers, Stress & Trauma Response Manager

LANGUAGES Armenian, Russian, English



