

CURRICULUM VITAE(*)

PERSONAL DETAILS

Name and surname
Date and place of birth
Office address
Telephone number

Vasilica GRAJDAN



PROFILE

- Senior HR Professional with high standards of ethics, strong managerial and leadership skills.
- More than 20 years of experience in Human Resources, in complex and large multinational environment (3200 -5000 employees) _Enel, Electrica
- High expertise in leading organizational change efforts to reach cultural and operational effectiveness (turnaround, restructuring, internal rebranding).
- Successful in developing HR team, in acting as business partner and trusted advisor to executive leaders in performance driven international companies.
- Relevant experience in labor relations/Trade Unions negotiations.

EDUCATION

Date	Graduated Economic Faculty, "Transilvania" University Brasov -Marketing specialization (1992-1998)
University	Graduated Polytechnic University, Bucharest- Master degree in Human Resources Management (2005-2007)
Title of qualification awarded	Certified in Management - Open University- CODECS Business School(United Kingdom) (2008-2009)
	Certified in Human Resource management(QCF)-Level 5- Chartered Institute of Personnel and Development(United Kingdom) (2016-2017)

WORKING EXPERIENCE

SNTGN " TRANSGAZ " SA
(4200 employees)
Reporting to: Head of
Human Resources &
Organization Department

20/11/2017- present, Director, HR Planning&Organization

Planning and reporting processes of human resources and labor costs, supporting also the definition of the compensation policies
Organizational development, supports the business process optimization activities and coordinates the change management plans
Part of all HR projects implemented inside of organization

Enel Romania
(350 employees)
Reporting to: VP Human
Resources & Organization,
Head of HR Global ICT
and Head of HR Holding

1/01/2015- 20/11/2017 , Human Resources Manager (HR Business Partner Staff, Services, Global ICT and Global Procurement)

HR and Organization Romania, ensuring people management of human resources of the relevant perimeter and to manage the development, organization, planning and compensation processes for the assigned perimeter

Enel Romania
(3800 employees)
Reporting to: VP Human
Resources & Organization
and Head of Global
Business Services

01/09/2011- 01/01/2015, Human Resources Manager (Personnel Administration and HR Support)

Managing a team of 15 employees
HR Administration, management of personnel administration activities for all the employees. Ensuring proper application of personnel administration regulation, ensuring updating of related IT operational procedures and managing the communication to the concerned social security bodies and to the employees.
Optimization and efficiency of HR Administration activity.

Enel Romania
(500 employees)
Reporting to: VP Human
Resources & Organization

19/01/2009-01/01/2010, HR Business Partner - Enel Shared Services

Ensuring people management of human resources of the relevant perimeter and to manage the development, organization, planning and compensation processes for the assigned perimeter.

Electrica Muntenia Sud
(2000 employees)
Reporting to: General
Manager

01/05/2005-19/01/2009, Head of Human Resources Services, Bucharest

Managing a team of 35 employees.
Manage the HR function both strategically and operationally with a special focus on: Organization, Planning, Recruitment, Development people, Trade Union negotiations. I would mention it as a special project "Privatization of the EMS "

Electrica Muntenia Sud
Reporting to: Subsidiary
Manager

01/01/1999 - 01/05/2005, Economist/Head of HR Office - Ilfov Subsidiary of Electrica SA

**Electrica Transilvania
Sud**

18/10/1992- 01/01/1999, Accountant specialist, Electrical Branch Supply Brasov, Romania

(Supplier of electricity for Brasov's customers, billing, accounting customers , relation customers, debts recovery)

RELEVANT PROJECTS

Payroll outsourcing for all Enel Romania companies

01.09.2013- 01.09.2014, project manager, research of Romanian market related to the potential providers ("beauty contest"), preparation of tender technical specification, project team creation, project team coordination.

Implementation of a new HR software (CHARISMA) for all Enel Romania companies, including interfacing with SAP

01.09.2013-01.11.2014, project manager, responsibility of the new soft implementation (setup, configuration, data migration and go live)

Implementation of a HR application (DECONT), internally developed together with the colleagues from IT

01.01.2013-01.10.2013, project manager, responsibility of the new soft implementation (setup, configuration, data migration and go live)

HR Administration Manager- GBS /One Company project, **Best practice sharing** regarding Payroll Outsourcing project together with the colleagues from Russia and Slovakia, three or four times yearly (2013,2014).

The post privatisation Integration Project, HR Coordinator from Electrica for integration into Enel Italia, 2008

Unbundling Project, Separation of Energy Distribution and Energy Supply activities, Change management 2009

Privatisation Electrica Muntenia Sud, 2007-2008, HR coordinator in charge to provide information for Data Room

REFERENCES

Head of Global BS, Schneider Electric
Global Project Manager, Enel
VP Human Resources & Organization, Enel
HR referent point from Enel within Integration Project
HR referent within the integration project, Enel

COMPUTER SKILLS

Strong knowledge and experience with Microsoft Excel, HR information Systems (SAP), database and spreadsheet applications, high proficiency in Microsoft Word, Power Point.

LANGUAGES

English - fluent

Italian- medium level