



**Vasilica GRĂJDAN**

**Citizenship:** Romanian **Sex:** Female

## **ABOUT ME**

- Senior HR Manager profile with high ethical standards, strong managerial and leadership skills
- Over 20 years of experience in the field of human resources, in a complex and large multinational environment (3,200-5,000 employees)
- High expertise in managing organizational change projects to achieve cultural and operational efficiency (correction, restructuring, reorganization, centralization, process alignment, internal rebranding)
- Successful in the creation and development of HR teams, in acting as a business partner and trust advisor for executive managers in performance-oriented international companies
- Relevant experience in labour relations/negotiations with unions

## **PROFESSIONAL EXPERIENCE**

### **Director**

**Eurotransgaz SRL** [01/11 /2018 - present]

**City:** Chişinău

**Country:** Romania

Manages all strategic and operational activities of the subsidiary SNTGN Transgaz SA from the Republic of Moldova.

Responsible for the implementation of the strategic investment project "Interconnection gas pipeline between the natural gas transmission system in Romania and the natural gas transmission system of the Republic of Moldova on the Iaşi (Romania) -Ungheni (Moldova) direction".

### **Human Resources Organization and Planning Director**

**SNTGN Transgaz SA** [20/11 /2017 - present]

**City:** Bucharest

**Country:** Romania

Ensures the achievement of the company's objectives regarding the organization and standardization of work, planning and monitoring of personnel expenses, as well as managing relations with social partners.

### **Human Resources Manager (HR Business Partner Staff, Services, Global ICT and Global Procurement)**

**Enel Romania** [01 /01 /2015 - 20/11 /2017]

**City:** Bucharest

**Country:** Romania

Aligning the needs and objectives of the company with the interests of the employees and the management of the company, ensuring compliance with the policies and procedures within the organization.

Follow-up of the implementation of Human Resources projects regarding the development, organization, planning and compensation for the staff under her supervision.

Participation in the strategic decision-making process in the organization, together with the top

management.

### **Human Resources Manager (Personnel Administration and Payroll)**

**Enel Servicii Comune SA** [01/09/2011 -01/01 /2015]

**City:** Bucharest

**Country:** Romania

Coordination of personnel administration and payroll activities for approx. 4,000 employees.  
Implementation of digitization projects within the activities of the personnel administration and payroll process.

Continuous optimization and efficiency of activities within the department.

### **Human Resources Manager (HR Business Partner- Enel Shared Services)**

**Enel Servicii Comune SA** [19/01 /2009 - 01 /01 /2010]

**City:** Bucharest

**Country:** Romania

Aligning the needs and objectives of the company with the interests of the employees and the management of the company, ensuring compliance with the policies and procedures within the organization.

Follow-up of the implementation of Human Resources projects regarding the development, organization, planning and compensation for the staff under her supervision.

Participation in the strategic decision-making process in the organization, together with the top management.

### **Head of Human Resources Service**

**SC Electrica Muntenia Sud SA** [09/05/2005 - 19/01 /2009]

**City:** Bucharest

**Country:** Romania

Management of the Human Resources function from a strategic and operational point of view at the level of the entire company. Ensuring the coordination of activities of Organization, Planning, Recruitment, Personnel Development, Negotiations with Unions.

### **Specialist pr. economist**

**Electrica SA, SC. F.D.F.E.E. Electrica Muntenia Sud SA** [01/12/2001 - 09/05/2005]

**City:** Bucharest

**Country:** Romania

Coordination of activities specific to the human resources management process (personnel administration, payroll, recruitment, professional training) at the level of the Ilfov branch for approx. 600 employees.

### **Head of Human Resources Service**

**Electrica, Ilfov Branch** [01/04/2001 - 01/12/2001]

**City:** Bucharest

**Country:** Romania

Coordination of activities specific to the human resources management process (personnel administration, payroll, recruitment, professional training) at the level of the branch for approx. 700 employees.

### **Economist**

*Electrica, Ilfov Branch* [01/01/1999 - 01/04/2001]

**City:** Bucharest

**Country:** Romania

Management of staff payroll processes, planning and reporting, for approximately 1,000 employees.

### **Economist**

*Electrica, Braşov Branch* [01 /05/1998 -01/01 /1999]

**City:** Braşov

**Country:** Romania

Ensuring planning and reporting activities within the human resources process.

### **Economic Administrative Officer**

*Electrica, Braşov Supply Branch* [18/10/1992 - 01/05/1998]

**City:** Braşov

**Country:** Romania

Carrying out the invoicing and debt recovery activities of the subscribers of the Outer Braşov Supply Center, being responsible for customer relations activities.

## **EDUCATION AND PROFESSIONAL TRAINING**

### **Economist**

*Transilvania University, Faculty of Economic Science, Marketing Major* [1992 - 1998]

**Address:** Braşov (Romania)

### **Human Resources Management Master**

*Politehnica University of Bucharest* [2005 - 2007]

**Address:** Bucharest (Romania)

### **Professional Certificate in Management**

*Open University, CODECS Business School* [2008 - 2009]

**Address:** (United Kingdom)

### **Human Resources Management Certificate \_CIPD Level 5 Associate Diploma**

*Chartered Institute of Personnel and Development* [2016- 2017]

**Address:** (United Kingdom)

**Internet site:** <https://www.cipd.co.uk/>

## **LANGUAGE SKILLS**

Native tongue(s): **Romanian**

Other language(s):

#### **English**

ORAL COMPREHENSION B1 READING B1

WRITING B2

WRITTEN PRODUCTION B1 CONVERSATION B1

#### **Italian**

ORAL COMPREHENSION B1 READING B1

WRITING B1

WRITTEN PRODUCTION B1 CONVERSATION B1

## **COMPUTER SKILLS**

Microsoft Office (Excel PowerPoint Word) - intermediate level / - proficient user in information processing; computer communication / SAP HR / Internet browsing

## **DRIVING LICENSE**

Driving license: B

## **RECOMMENDATIONS**

### **Head of Global Services**

**Name:** Ionut Farcas

**E-mail:** [ionutadrian.farcas@gmail.com](mailto:ionutadrian.farcas@gmail.com)

Available upon request.

### **Enel HR Integration Project**

**Name:** Elisabeta Capani

**E-mail:** [elisabeta.capani@enel.com](mailto:elisabeta.capani@enel.com)

Available upon request.

### **Gobal Project Manager**

**Name:** Francesco Cupelli

**E-mail:** [francesco.cupelli@enel.com](mailto:francesco.cupelli@enel.com)

Available upon request.

## **PROJECTS**

### **Outsourcing the payroll activity**

[01/09/2013 - 01/09/2014]

Project manager of the outsourcing project.

Preparation of specifications, training and coordination of the project team,

### **Implementation of CHARISMA HCM**

[01/09/2013 - 01/11/2014]

Project manager of the implementation project of the personnel administration software.

Preparation of specifications, training and coordination of the project team,

Follow-up and coordination of the main phases (setting, configuration, data migration and go live)

### **Implementation of the DECONT application (Travel expense reporting)**

[01/01/2013 - 01/10/2013]

Project developed with internal resources only, together with the IT team.

Project manager in the implementation of the application.

Preparation of specifications, training and coordination of the project team,

Follow-up and coordination of the main phases (setting, configuration, data migration and go live)

### **Global Business Services/ One Company Project**

[2013 - 2014]

Best Practice Sharing regarding Payroll Process Outsourcing, project developed with colleagues from Russia and Slovakia

### **Post-privatization Integration Process of Electrica Muntenia**

[2008 - 2008]

Human Resources coordinator in the post-privatization integration process of Electrica Muntenia Sud.

## **UNBUNDLING PROJECT**

[2009 - 2009]

Coordination of the change management activity within the project of separation of electricity distribution and supply activities.

### **Privatization of Electrica Muntenia Sud**

[2007 - 2008]

Responsible for providing Human Resources information for the Data Room.