

# TAMARA ROSHKA

## Personal Particulars

Contacts number: Mobile: +7 778 386 28 00

Date of Birth: 20 January, 1982

## Job Experience

### **2012 November – up to present time**

HR Coordinator

Logic Services Centrasia LLP, Human Resources Department

#### Responsibilities:

- Taking part in work on selection, sampling, and placement of personnel.
- Spends studying and analysis of official and vocational structure of the personnel of the organization and its divisions, established documentation on a registration of personnel, connected with reception, transfer, labor activity and dismissal of employees, results of personnel certification and an estimation of their business qualities with the purpose of definition of current and perspective need for the staff, preparations of offers on replacement of vacant positions and creation of a reserve with promotion.
- Informing employees of the organization on available vacancies.
- Taking part in development of perspective and current plans on work.
- Carries out control over accommodation and arrangement of young specialists and young employees according to the trade received in educational institution and a specialty, carrying out of their training, takes part in work on adaptation of again accepted employees to industrial activity.
- Participates in preparation of offers on development of the personnel, planning of business career, training and improvement of professional skill of the staff, and also in an estimation of a learning efficiency.
- Participates in the organization of work, methodical and supply with information of the qualifying, certification, competitive commissions, registration of their decisions.
- Analyzes a condition of a labor discipline, and performance by employees of the organization of rules of the internal labor schedule, movement of the staff, participates in development of actions on decrease in fluidity and improvement of a labor discipline.
- Supervising duly registration of reception, transfer and dismissal of employees, delivery of information on their present and last labor activity, observance of rules of storage and filling of work-record cards and other documents, registrations of other established documentation on the staff, and also entering of the corresponding information into a

databank about the personnel of the organization.

- Preparation established reporting.
- Also other obligations established by acts of the employer and/or expressed by the line manager in verbal form and responsibilities which are outgoing from the nature of the appointment/specialty of employee and the character of carrying out job.

### **2009 July - 2011 February**

Training ,Development and Organization Coordinator

ERSAI Caspian Contractor LLC, Human Resources Department

Responsibilities:

- Management of Language, Technical & HSE, and Specific Training Faculties Provision and organization of personnel training activities in accordance with the requirements and standards established by RoK legislative acts and the Company
- Development of professional skills of the local personnel, competence increase, personnel training and re-training and provision of re-certification
- Implementation & maintaining of effective and efficient cost control methods, managing the general training budget up to 500,000.00 EUR
- Implementation & maintenance of contract for all training programs
- Liaising with Authorities on the subject of reporting and Professional Education support
- Preparing the Training Report
- Monitoring and updating of company Directive and Organization Chart
- Preparation of company Authorization Matrix
- Personnel Evaluation Process / Compensation System
- Conducting of “Nationalization Program”
- Participates in the organization of work, methodical and supply with information of the qualifying, certification, competitive commissions, registration of their decisions.
- SAP user
- Responsible for organization of company teambuilding

### **2007 November – 2009 July**

Training and Development Specialist

ERSAI Caspian Contractor LLC, Human Resources Department

### **2005 June – 2007 November**

Secretary-Translator

ERSAI Caspian Contractor LLC, Security Department

Responsibilities:

- Monitoring database of subcontractors
- Preparing Report on monthly security activities
- Issuing the vehicle pass
- Meetings arrangement

- Written translation of estimates, incoming/ outgoing correspondence

**2004-2005 June**

Teacher of English Language  
Kuryk village , school No 6

Responsibilities:

- Preparation of annual schedule for High School students ( up to 60 )
- Monthly monitor and report of knowledge and skills of students' English Language
- Grading and evaluation of students on daily and weekly basis

**Education**

**2002-2005** KAINAR University, Kazakhstan  
English Language Teacher  
Bachelor Degree

**1998-2002** Mangystau College of Social Science  
English Language Teacher

**Certificates and Diplomas received**

2011 - Job Analysis and Competency Design ( SHL, Almaty)

2010 - ISO 9001:2008 ( Bereu Veritas, Aktau)

2010 - GHRM Training module( compensation, development, organization)  
Italy/Milan

2009 - SAP Training ( Italy, ECU)

2009 - Certificates of satisfactory completion of Labour Code of RoK  
Step up , Aktau

2009 - Certificates of satisfactory completion of Business writing of Kazakh  
Language ( BISODEV, Aktau)

1998 – First Place in Kazakh Language Republic Competition Olympiads

**Languages**

- **English (fluent)**
- **Russian (fluent)**
- **Kazakh (fluent)**

**Interests**

Reading books, Swimming, Bowling, Travel.

**Personal Qualities**

Ambitious, Communicative, Honest, Hardworking, Team worker, Leader.