

**Katheryna Koriahina**

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# **Masters graduate (2021) now seeking a new role as HR and Administration, Finance Officer or Facilities Manager.**

**PROFILE**

Premises Administrative Officer with extensive knowledge of standards, its stakeholders, procedures and processes. Willing to step-up and learn how to be more strategic and operational perspective to deliver consistent standards, struggling to build a trustful relationship as well as support employees and colleagues on HR issues and even more.

Understands the ICRC standards, policies, its implementation, guidelines, HR procedures, acknowledged with HR hiring process, interviews frames, identifying competencies, drafting vacancy announcements, lease agreements, purchasing, liaison with humanitarian project teams.

**COMPETENCIES/SKILLS**

* Known for my persistence and ‘can do’ attitude to deliver results.
* Enjoys presenting to and collaborating with stakeholders clearly and concisely.
* Manages internal documentation.
* Manages and supports appraisal process.
* Has experience in reviewing applications.
* Good team builder and player.
* Strong sense of responsibility, diligence and integrity.
* Operates sensitively in multicultural environments and builds effective relations.
* Self-motivated with strong interpersonal and diplomacy (negotiation) skills.
* Ability to maintain control and perform during stressful situations.
* Acts confidentially and sensitively to stakeholder needs.
* Uses a range of projects or programmes management and problem-solving skills.
* Understands how to prepare current department contracts.
* Experienced in working in multicultural organisations shaping, delivering and implementing efficient operating processes and procedures that align with business priorities/stakeholder needs.
* Record of participating in/optimizing change projects that improve planning and results.
* Skilled in MS Office, Oscar, STM Database, Team Space, project and accounting packages.
* Fluent Russian and Ukrainian (native) and English (upper intermediate) and translator.

**CAREER HISTORY**

**November 2014 - Present: ICRC (International committee of Red Cross)** nonprofit international company, Kyiv

***Administration and Premises/Facilities Officer***

**Duties**:

* Providing information and support to people
* Working with people to identify their needs and refer to other services provided ♣ Profound in search of data and providing support to outreach activities
* Good in providing administrative support
* Good in gathering information and keep up to date Responsible for the logistics chain for the department.
* Following up minutes of meeting
* Handling queries and complaints
* Proficient in Filing
* Manage the maintenance queries.
* Manage procurement/acquisition orders and related databases.
* Interviewing of the applicants for the department when needed.
* Analyzing of Cvs for the department and identifying the competencies, participation in interviews.
* Ensure all policies and procedures are adhered to supported.
* Prepare department statistics.
* Manage all facilities payments for the premises and guesthouses.
* Participates in acquiring and negotiating for staff accommodation.
* Took part in full-cycle recruitment process.
* Filling in the interview questionnaires.
* Responsible for staff database update within the department.
* Drafting of organogram for the department.
* Responsible for the team on-going Performance Management.
* Responsible for managing cleaning staff of 22 people’s schedule and ensure office and 32 residences cleaning schedule is maintained properly.
* Ensure Expats’ accommodation is prepared appropriately, and expats are notified in timely fashion.
* Responsible for consumables, supplies, and stationary. Created and took a lead in the stationary database for proper tracking.
* Responsible for the inventory whenever receiving items.
* Manage payments of office and Guesthouse bills.

**CAREER HISTORY**

**Achievements:**

* Consistently delivers results to schedule.
* Oversees maintenance sub-contractors, developing productive working relationships through consistent guidance and monitoring the execution of tasks completed.
* Attends safety briefs and tool box talks to ensure all operatives comply with ICRC policies and standard item lists and follow procedures and risk assessments.
* Adhere to cost and budget programmes.
* Liaise with stakeholders ensuring that their interests/needs are understood and managed.

**2006-2014: Donetsk Airport, Donetsk**

***Airport Information Manager***

***Senior Slots and Schedule Adviser for Euro 2012***

***Shannon Air Handling Manager***

**Duties:**

* Scheduling, planning, drafting reports
* Translation of meetings, documents
* Coordinating flights and supervising all handling procedures on the apron
* Assist with clearing customs and immigration procedures
Negotiate with catering companies to order/deliver business aviation on-board catering
* Manage relations with the State, Ukrainian air service and different airline companies
* Plan and manage travel arrangements and hotel bookings and ground transportation for the crew
* Process all payments and manage discrepancies.
* Attended the 2007 Routes Forum, in Stockholm, for attracting new airlines to Donetsk Airport for EURO2012.

**EDUCATION/PROFESSIONAL DEVELOPMENT**

**2019 - 2021:** Kyiv National Economic University specializing in Finance and Accounting

**2021:** Certificates in Personnel Management, Marketing and International Management from

 the London School of Business & Finance

**2021**: certificate in Finance and Administration course

**2021**: CFI certificate, Reading Financial statements

**2019:** Certificate in Negotiation

**2019:** Certificate in Excel

**2018:** Certificate in Project Management, Maastricht

**2017**: Training in Personal Efficiency, Amman

**2014:** Human resources training, Kyiv

**2009:** Training in Flight Slots Coordination, Moscow

**2006-Present:** Exchange programs in Norway, Sweden, Serbia and Italy participating in different

 programs including Education & the Bologna Process, Globalization and Terrorism,

 Human Rights.

**2002-2007:** Master’s degree, Donetsk National University specializing in Management of Documents, Law

 and Information.

**Diploma work-Staff management, methods in the International Donetsk airport**

**INTERESTS**

* Skating
* Drawing
* Psychology
* Language