

IGOR HORVAT

PERSONAL

Name

Igor Horvat

Address

Zagreb, Croatia

Email

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LinkedIn

linkedin.com/igorhorvat

SKILLS

Recruitment and selection ●●●●●

Performance management ●●●●●

Employee relations ●●●●●

HR policies and procedures ●●●●●

Compliance and labor laws ●●●●●

Training and development ●●●●●

Analytical and problem-solving skills ●●●●●

Excellent communication and interpersonal skills ●●●●●

LANGUAGES

Croatian ●●●●●

English ●●●●●

A highly motivated and results-driven HR specialist with over 5 years of experience in various HR functions, including recruitment, performance management, employee relations, and compliance. Skilled in developing and implementing HR policies and procedures that align with the company's strategic goals and objectives. A proven track record of effectively managing complex HR projects and initiatives.

WORK EXPERIENCE

HR Specialist Sep 2018 - Present
IT d.o.o., Croatia, Split

- Responsible for the end-to-end recruitment process, including job postings, candidate screening, interviewing, and onboarding new hires.
- Implemented an effective performance management system that aligned individual and team goals with the company's overall objectives, resulting in a 20% increase in productivity.
- Developed and implemented HR policies and procedures, ensuring compliance with local labor laws and regulations.
- Managed employee relations issues, including conflicts, grievances, and disciplinary actions.
- Conducted training and development programs to enhance employee skills and knowledge.

HR Generalist Jan 2017 - Sep 2018
Startup d.o.o., Split, Croatia

- Provided support to various HR functions, including recruitment, employee relations, performance management, and compliance.
- Coordinated and facilitated onboarding and orientation programs for new hires.
- Assisted in the development and implementation of HR policies and procedures.
- Maintained accurate employee records and data using HRIS systems.
- Conducted research and analysis on HR-related topics to support decision-making processes.

EDUCATION AND QUALIFICATIONS

Master Degree in Economics Oct 2011 - Sep 2016
University of Zagreb, Zagreb, Croatia

COURSES

Employee Relations and Conflict Resolution Course Jul 2022 - Jul 2022

Workplace Diversity and Inclusion Course Aug 2019 - Aug 2019

Recruitment and Selection Strategies Course May 2018 - May 2018

PUBLICATIONS

"The Role of HR in Creating a Positive Workplace Culture," published in HR Magazine in June 2020.

REFERENCES

References available on request.