



Svetlana Smirnova

**HR Administration and
Consulting Manager
Outsourcing Department**

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36 years

18 years of experience

Professional Experience

- Before joining Mazars team, in 2000-2009 Svetlana worked as a HR Generalist in the biggest production site company in North-West region (total amount of staff employees are 2 000).
- In 2009-2010 Svetlana worked as an HR Manager in the leading consulting company. In 2010-2012 in this company she becomes Head of Recruiting and Out staffing Department and Expert in HR consulting. HR consulting was provided for the main scope of the Labor Code, HR administrations and records, including HR audit and recovery documentation.
- From 2012 - 2014 Svetlana goes on working as an Compliance and HR Manager: consulting on the complex HR requests, description on HR business-process (analyze, description, optimization, organize unit center of HR&Payroll services), participation in consulting projects for the whole territory of Russia, organize projects on HR audit and recovery HR documentations, successful experience of the Audit and Labor inspection experience (ISO and information security audit).
- In 2014 Svetlana joined Mazars team.

Experience – over 14 years HR administration support

- Svetlana has solid experience in provision of HR support to customers, control over the process and quality of HR services

Education

- The North-Western Institute of Management of the Russian Federation Presidential Academy, Faculty of Human Resources, Faculty of Foreign Languages
- Annual acknowledgement at Lomonosov Moscow State University (current position is 50 of 2000)

Languages

- Russian, English