

Renato Alves

W: <http://www.worky.com/renato-alves>

Renato Alves's Professional Experience

- 2011 - 2011 **National Institute of Statistics - Municipal Delegate**
Selection and recruitment, managing a team of 50 people, provide training, contract emission, payments control, award winning management, skills management.
- Key Skills recruitment
-
- 2010 - 2010 **Municipal Council - Human Resources Trainee**
Analysis and data processing, payroll, budget management, training management, administrative service, leave and absence management, holidays management
- Key Skills Budget management, data, Data Processing, Payroll
-
- 2009 - 2009 **Justino&Alves Ida - Office Administrator / Manager**
billing, budgeting, stock management, payments to suppliers and employees, customer service. Contacts with foreign suppliers such as Chinese and Turks.
- Key Skills Billing, budgeting, Customer Service, Stock Management
-
- 2008 - 2008 **Adecco, human resources Ida - Trainee in Recruitment and Selection**
Recruitment and selection including CV screening, conducting job interviews, and making the call of who gets the temporary jobs. Manage and update all the collaborators data in the system. Prepare time sheets for the payment department
- Key Skills data, recruitment
-

Renato Alves's Education and Qualifications

- 2008 **Masters/PostGrad - Human Resources Manager Graduation**
Universidade Lusiada do Porto
Recruitment and selection, Skills management, Team management, statistics, Psychology, Strategy, Knowledge management, organizational development
-