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Recruitment Manager

**Business-savvy and dynamic professional with diverse experience in staff recruitment and selection, compliance management, branch operations, and business administration.**

Track record of success in interviewing/onboarding qualified staff, streamlining recruitment processes, and conducting background checks of staff. Performance-focused professional, overseeing adherence to rules, regulations, policies, and standards of conduct within range of industries. Excel at auditing financial information in diverse jurisdictions to support anti-money laundering activities. Expert in maximising skills and performance of staff through continuous training, as well as assessing and mitigating document risks. Skilled at creating and implementing corporate compliance plans to optimise efficiency and transparency. Adept at strengthening relationships with clients, while thriving in challenging environments.

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| * HR Operations Management * Cross-functional Team Leadership * Staff Recruitment & Selection | * Regulatory Compliance * Asset Management * Process Improvement | * Anti-Money Laundering * Reporting & Documentation * Relationship Management |

Career Experience

Staffing Match, UK March 2022 – March 2023

Branch Manager

Directed overall branch operations, including business development, account management, and staff deployment; reported to National Operations Manager. Examined and streamlined recruitment process. Ensured high-quality service delivery to all clients, while strengthening professional relationships. Steered and empowered high-functioning team, including account manager, compliance officers, and recruiters; evaluated performance and offered feedback for improvement. Interviewed, short-listed, hired, and on-boarded highly qualified staff. Coordinated with office vendors and service providers to search suitable location for new premises, while overseeing branch budget.

* Collaborated with clients to identify their requirements and provided number of workers accordingly.
* Led entire recruitment process for DHL Supply Chain/ easyJet at UK airports, including Gatwick, Manchester, and Bristol.
* Recruited and supplied workers for DHL warehouses in London and Surrey.
* Garnered positive feedback from clients by forwarding right candidates for jobs after completing vetting.

The Change Group London Limited, UK February 2015 – February 2021

Compliance Manager

Managed daily operations, such as conducting internal branch and staff audits as well as investigations and disciplinary meetings to meet business objectives. Monitored transactions, escalated suspicious activities to Money Laundering Reporting Officer (MLRO), and processed internal payroll for 60 staff members.

* Accomplished successful 80% score in Head Office audit in seven London branches.
* Confirmed 100% completion of staff AML training and assessment.
* Streamlined recruitment process by arranging interviews, conducting background checks, and offering the positions.
* Achieved satisfaction of high-end customers by offering exceptional services and responding to their queries.

The Change Group London Limited, UK January 2010 – February 2015

Team Leader

Supervised day-to-day functions of five branches with total staff count of 25, ensuring smooth flow of operations. Steered diverse range of tasks, including weekly report development, sales consultant recruitment, currency wholesales management, and complaints/queries management.

* Played a key role in the expansion and growth of six groups across UK and abroad.
* Contributed to five Mystery Shop programs in the UK and other European Operations.

*Additional experience as Relief Team Leader, The Change Group London Limited, UK / Sales Consultant, The Change Group London Limited, UK*

Education & Training

Specialty in Hotel Industry, Poznań University of Economics, Poland

A Level, Economics College in Lębork, Poland

Assessment & Recruitment Skills | Right to Work Training | Customer Service | Avec Security Training

Employee Relations Skills | Management Workshops | Tackling Modern Slavery | Mystery Shop Training