# Paul Svetukaitis

*Have around 5 years of experience in recruitment and HR related field helping companies grow their human capital and efficiently manage their current resources to increase their growth potential.*



## Contacts

**Mobile number**

+44 7460425163

**Email address**

pauliussvetukaitis@gmail.com

**Location**

London, UK.

## Education

2012-2016

**B.A in Political Science**
**University Vytautas Magnus. Lithuania.**

2017-2018

**M.A in European Politics.**
**Katholieke Universiteit Leuven, Belgium**

2023-2024

**IT Career Switch**

**Full Stack Developer**

## Skills

- HTML, CSS, JS, Git, Github, Node JS, Bootstrap, PHP.
- ISO 27001, ISO 90001, ISO 14001
- BS7858, Approved Contractor and other standards of bussiness
- Lean and Six Sigma methodology in logistics.
- Full Microsoft package.
- LinkedIn Recruiter, Oracle Taleo,
- Bamboo HR, Sage, Timegate,
- Salesforce, Freshdesk and other
- CRM/ATS platforms.

## Languages

**English**

**Lithuanian**

## Work Experience

### Recruitment Manager

**2019 Sept - Current**

Interr ltd. 14 Gower's Walk, The Loom, E1 8PY, London

Performance based promotion from "Recruiter" to "HR Generalist" and to "Recruitment Manager".

Implement successful full-cycle 180 recruitment strategy for on-going High-End and Luxury retail brands across the UK, which includes but not limited to:

- Sourcing and attracting new candidates via various platforms and 3rd parties B2B.
- Generating warm leads for potential placements.
- Screening candidates under BS:7858 standard.
- Facilitating internal and external employee trainings.
- Starters/Leavesr process with payroll and HR.
- Issuing contractual terms, reference letters, attending performance based HR related meetings, outcomes and other HR documents.
- Budget control for recruitment department.
- Closure financial equalizing reports, new method installation and other.
- HR/Recruitment related queries.

### Shift Leader

**2018 Oct - 2019 Sept.**

PMP Recruitment - Amazon UK. Tilbury, Essex.

- Overseeing work of 80-100 on-site agency employees in compliance with site account management and client management to meet operational needs.
- Sourcing and interviewing new employees for site operations.
- Induction trainings for new starters for all process related queries.
- Managing absence, holidays, discrepancies, sickness, leavers, shift schedules and other staff matters.
- Health & Safety, Return to work checks, SSP monitoring and other HR queries.
- Monitoring KPI and performance reports.
- Work and process related problem resolutions.

### Logistics Assistant

**2017 Feb - 2017 Oct.**

Amazon UK. Bromley by Bow, London.

- Fullfillment Centre Outbound Operations.
- KPI based work.

### Public Relations Specialist (Fixed Term Contract)

**2016 Sept - 2016 Dec.**

Labour union "Sąndrauga", Kaunas, Lithuania.

- Attending Labour Law court cases and taking minutes.
- Transcribing minutes into public announcements and publishing within domain. Administrative duties.
- Personal assistance to the CEO.