



RAFAEL PARIS

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 [rafael-paris](#)

Profile

A person with wide-angle, strategic thinking. Able to use my analytical skills to synthesize information into a broader picture. Dependable, flexible, with excellent communication skills, I am highly attuned with people and able to work under pressure.

Experience

01 September 2023 – 29 February 2024

Senior HR Officer, University of Nicosia Health

- Support and guide the HR Officers to ensure that all tasks are completed in a timely manner.
- Develop, implement and provide guidance on HR Policies and procedures.
- Foster positive employee relations by organizing events and initiatives that enhance engagement and job satisfaction.

01 January 2019 – 31 August 2023

HR Specialist, KIOS Research and Innovation Center of Excellence

- Established and developed the HR department from the ground up, creating and aligning HR strategy with the organization's goals and objectives.
- Created and implemented HR policies and procedures, ensuring compliance with legal requirements and industry best practices.
- Managed employee onboarding and orientation processes, ensuring a smooth transition for new hires.
- Conducted interviews, screened candidates, and facilitated the selection process to ensure the hiring of top talent.
- Created and implemented an effective performance management system, including goal setting, performance review, and career development plans.
- Designed and Implemented employee engagement initiatives, resulting in improved job satisfaction.
- Led organizational development efforts, including restructuring and change management initiatives to support the center's growth.
- Administered a compensation and benefits program, ensuring market competitiveness and internal equity.
- Resolved complex employee relations issues and provided guidance to management on disciplinary actions and conflict resolution.
- Provided guidance and support to managers and employees on employee relations matters, fostering a positive and inclusive work environment.

	<p>21 November 2017 – 31 December 2018 <i>HR Officer, KESEA LTD</i></p> <ul style="list-style-type: none"> • Provided support in the organization and implementation of various projects. • Conducted, distributed, and analyzed employee opinion surveys. • Created job descriptions, policies, and procedures. • Assisted in the creation of Performance Management System manuals and final reports. • Participated in and helped with the implementation of various Human Resources projects. • Conducted research for various seminars and presentations. • Prepared applications for government funding.
Education	<p>University of Cyprus – Nicosia MSc in Human Resources Management 2018 – 2020</p> <p>University of Cyprus – Nicosia BSc in Business and Public Administration 2013 – 2017</p>
Qualifications & Trainings	<ul style="list-style-type: none"> ✓ ISO 9001:2015 Certificate (2024) ✓ Certificate of Training: “Personality & Ability Assessment Course”, October 2019, SHL ✓ Edexcel General Certificate of Education – 2009 - Ordinary Level (One subject) Computing ✓ IGCSE English (Grade: A) – 2008 ✓ ECDL Certificate (all modules) – 2008
Languages	<ul style="list-style-type: none"> ✓ Greek – Native Speaker ✓ English – Fluent
Personal attributes	<ul style="list-style-type: none"> ✓ Critical Thinking, Strategic Thinking, Teamwork, Integrity and Dependability, Emotional Intelligence, Communication and Interpersonal skills