

## **JYPAR DJUMABAEVA**

Director of HR LAB consulting company

HR Expert

HR Generalist

Business Trainer

Tel: +996(222)401240,

e-mail: [office@hrlab.kg](mailto:office@hrlab.kg)

[www.hrlab.kg](http://www.hrlab.kg)

[instagram.com/hr\\_lab\\_consulting](https://www.instagram.com/hr_lab_consulting)



### **HR SPECIALIZATION**

- Recruitment, selection and hiring of personnel
- Personnel assessment and diagnostics
- Personnel adaptation
- Building a personnel training and development system
- Development and delivery of trainings and seminars
- Personnel administration and records management
- Development and implementation of personnel motivation system, grading and KPI
- Research and data analytics
  - Experience in recruiting personnel of various levels and complexity for over 15 years for commercial and non-commercial organizations
  - Experience in conducting corporate trainings on sales and soft skills for over 10 years for commercial companies
  - Project management for improving customer service quality
  - Over 10 years of experience in leadership positions
  - Experience in business process automation and implementation of new programs
  - Management of personnel adaptation, talent pool, and motivation programs

## **WORK EXPERIENCE:**

### **HR LAB LLC**

- Director and HR Expert (since 2023)

### **KAZ Minerals Bozymchak LLC**

- Organization of external and internal training, conducting soft skills trainings on various topics: Leadership, Decision Making, Communications, Stress Management, Change Management, Emotional Intelligence, Planning, Teamwork, Negotiation, Feedback for managers, etc. (2018-2023)
- Personnel Assessment (2018-2022) Annual assessment of 800 employees.
- Management of adaptation, personnel motivation, and talent pool programs (2018-2023)
- Budgeting (2018-2023) Annual planning and approval of the budget for personnel training and development of the Company.

### **Psychology Department, KRSU**

- Senior Lecturer in Personnel Assessment (2019-2021)

### **Demir Kyrgyz International Bank CJSC**

- Recruitment of personnel of various levels (2018)

### **Commercial Bank KYRGYZSTAN OJSC**

- Management and successful implementation of a project to improve customer service quality throughout the bank's system, covering the entire branch network (2013 – 2015)
- Development and management of personnel training system (2013-2016)
- Conducting sales and soft skills trainings (2013 – 2015) Over 1000 people trained.
- Head of Recruitment and Personnel Assessment (2016-2018)
- Automation of personnel assessment system (2017) A new platform for personnel assessment was developed and implemented.
- Was part of the working group for KPI system implementation.

### **RSK Bank OJSC**

- Personnel administration and records management (2008 – 2010)

## **IMPLEMENTED HR PROJECTS:**

#### Glovo

- Recruitment project for TOP management positions (since 2024)

#### Mbank

- Mass recruitment project (2024)  
25 people recruited for various positions.

#### RG Brands Kyrgyzstan

- Recruitment for various line positions (since 2023)

#### Borusan Cat Kyrgyzstan

- Recruitment for managerial, line, and engineering-technical positions (since 2024)
- Motivational program research for specific job positions (2024)

#### State Enterprise Infocom

- HR system diagnostics project with a detailed report and recommendations (2023)

#### Shnos LLC

- Assessment of administrative office, line and TOP managers with detailed individual conclusions and general recommendations for the company (2022, 2023)
- Other projects on recruitment, personnel assessment and consulting for commercial and non-commercial organizations.

### **PROFESSIONAL EDUCATION:**

- 2002 – 2008 - Graduate of the Psychology Department with a specialization in Psychologist, Psychology Teacher (Bishkek, KRSU)
- 2006-2009 - Graduate with honors in Banking (Bishkek, BFET)
- 2014 - "Sales Trainer" (Bishkek)
- 2014 - "KPI: Development Technologies and Implementation Stages" (Bishkek)
- 2017 - "HR Evolution: From HR Specialist to Business Partner" (Bishkek)
- 2017 - "Emotional Intelligence in Life and Business" (Bishkek, International Center "Creative Technologies of Consulting")
- 2017 - "Consulting without Questions" (Moscow Institute of Open Education, Bishkek, KRSU)
- 2018 - "Trainer-Gamemaster" (Almaty)

- 2018 - "Fundamentals of Cognitive Behavioral Psychotherapy" (Bishkek, Center for Cognitive Therapy)
- 2018 - "Conceptualization in CBT, working with core beliefs and rules of life" (Bishkek, Ukrainian Institute of CBT, NGO "Kyrgyz Association of Cognitive Behavioral Therapy")
- 2019 - "Mastery of a Trainer" (Almaty)
- 2019 - "Manager and Team" (Bishkek)
- 2020 - "Management Skills Training" (Bishkek)

**LANGUAGE PROFICIENCY:**

- Kyrgyz - Native
- Russian - Fluent
- English - Upper-intermediate