

# Ceyhan Kuyumcu



**Nationality:** Turkish  
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İzmir / Turkey



## HUMAN RESOURCES DIRECTOR

July 2023-Continue

- Manage company's institutionalization project
- Manage Canias ERP integration project
- Develop and implement the HR strategies to all company
- Manage the budget and other financial measures of the HR Department
- Reorganized and follow up the headcount plans.
- Manage company's KPI and performance system.
- Being involved in the recruitment process of manager roles
- Tracking and managing employee competencies
- Manage the all trainings plans
- Managing employees' motivation
- Tracking monthly and yearly KPIs and planning necessary actions to achieve the foreseen targets
- Managing occupational health and safety issues
- Managing Administrative Affaires issues



## HUMAN RESOURCES DIRECTOR

February-2021-July 2023

- Restructure to all HR issues according to company expectations.
- Develop and implement the HR strategies
- Manage IFS ERP integration project
- Manage the budget and other financial measures of the HR Department
- Reorganized and follow up the headcount plans.
- To configure and manage to performance evaluation system.
- Being involved in the recruitment process of manager roles
- Tracking and managing employee competencies
- Manage the all trainings plans
- Managing various social activities for increasing employee motivation
- Tracking monthly and yearly KPIs and planning necessary actions to achieve the foreseen targets
- Managing labor union processes
- Managing environmental health issues
- Managing occupational health and safety issues
- Managing Administrative Affaires issues



## HUMAN RESOURCES DIRECTOR

March-2019-Şubat-2021

- Restructure to all HR issues according to company expectations.
- Manage the budget and other financial measures of the HR Department
- Prepare and follow up the headcount plans in accordance with the company budget
- Responds to management and employee inquiries regarding policies, procedures and programs.
- To configure and manage to performance evaluation system.
- Tracking and managing employee competencies
- Manage the all trainings plans
- Managing various social activities for increasing employee motivation
- Tracking monthly and yearly KPIs and planning necessary actions to achieve the foreseen targets
- Being involved in the recruitment process of manager and executives roles
- Reviewing, updating and maintaining process maps



Izmir, Turkey  
Sep 2011 - Jun 2017

### HUMAN RESOURCES DIRECTOR

- Selecting and recruiting specialists and senior executives (investigating for the appropriate candidate, hiring, orientation)
- Determining necessary trainings and preparing training plans
- Tracking the labor law 4857 and defining the rules to be obeyed by the company
- Managing various social activities for increasing employee motivation
- Checking the appropriateness of salary declarations in terms of legal regulations
- Managing labor union processes and labor union contracts.
- Organizing and updating monthly, yearly personnel budget plans
- Managing monthly, yearly human resources reports.
- Managing environmental health issues
- Managing occupational health and safety issues
- Managing personnel hired for administrative affairs, transportation, catering and security.



Izmir, Turkey  
Dec 2007 - Sep 2011

### HUMAN RESOURCES EXECUTIVE

- Preparing, Reviewing, updating and maintaining department documentation
- Selecting and recruiting appropriate staff
- Determining necessary trainings and preparing training plans
- Tracking legal regulations
- Managing occupational health and safety tasks
- Managing various social activities for increasing employee motivation
- Organizing transportation and catering of staff
- Preparing reports for the managing director and the director of board
- Conducting performance evaluations
- Leading labor union negotiations
- Preparing the personnel budget



Marmaris, Turkey  
Sep 2005 - Apr 2007

### HUMAN RESOURCES MANAGER

- Selecting and recruiting appropriate staff
- Conducting job analysis
- Conducting performance evaluations
- Determining necessary trainings and preparing training plans
- Managing various social activities for increasing employee motivation
- Tracking company doctor contracts
- Organizing transportation and catering of staff
- Preparing the personnel budget
- Preparing reports for the managing director and the director of board
- Conducting external trainings at Muğla University in terms of human resources management (partially)



NETSIS



MS OFFICE



ENGLISH



TURKISH



## References



### ISTANBUL AREL UNIVERSITY

Istanbul, Turkey  
Sep 2013 - Mar 2015

Institute Of Social Sciences  
Management and Organization (MBA)

### ÇANAKKALE 18 MART UNIVERSITY

Çanakkale, Turkey  
Sep 1997 - Jun 2001

Faculty of Economics and Administrative Sciences  
Labor Economics and Industrial Relations (BSC)

### ATATÜRK UNIVERSITY

Erzurum, Turkey  
Sep 2018 - Jun 2019

Vocational school of Justice



- **Training of the Trainer** (Koç Holding, Istanbul)
- **Humanist OVT Human Resources Program** (Koç Holding, Istanbul)
- **General Performance Evaluation Techniques** (Koç Holding, Istanbul)
- **Human Resources Processes & Managing these Processes** (Koç Holding, Istanbul)
- **Human Resources Management** (Executive Community, Çanakkale)
- **Human Resources & Performance** (Executive Community, Çanakkale)