

MIRKAMIL ALMURZAEV

HR & Safety Manager

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SUMMARY

HR & Safety Manager experienced in U.S. transportation, driver recruitment, and DOT/FMCSA/OSHA compliance. Detail-oriented and committed to maintaining a safe, compliant workplace.

CORE SKILLS

- Driver recruitment and onboarding (CDL & Non-CDL)
- DOT, FMCSA, and OSHA compliance
- Employee relations and HR documentation
- MVR, medical certificate, and CDL verification
- Drug and alcohol testing coordination (all types)
- PSP and background checks
- Employment verification
- Data management and reporting
- Strong communication and teamwork

PROFESSIONAL EXPERIENCE

Safety & HR Manager - Transportation & Logistics Company, USA (Jan 2024 - Sep 2025)

- Handle end-to-end recruitment for CDL and Non-CDL drivers.
- Maintain HR and safety compliance records per DOT, FMCSA, and OSHA standards.
- Oversee driver files, MVRs, drug testing, PSP reports, and employment verifications.
- Develop and update safety policies and training programs.
- Support management in performance reviews, documentation, and audits.
- Foster a proactive, safety-first culture.

ADDITIONAL INFORMATION

Detail-oriented and reliable professional able to manage multiple priorities and meet deadlines. Focused on continuous safety and compliance improvement.

LANGUAGES

English – Fluent | Russian – Fluent | Turkish – Conversational | Uzbek – Native | Kyrgyz – Native