

Saliha HAMANI
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HUMAN RESSOURCE & PAYROLL GENERALIST

My Goal: Bringing the best performance as an HR & Payroll Manager and added value to the department to achieve its overall HR goals thanks to my proven work experience in in different business sectors and types of firms with an excellent knowledge of French and English, good understanding of french labour laws & strong accountant's skills.

SKILLS

HR - PERSONNEL ADMINISTRATION - PAYROLL

-Registration of EE recruited to all social agencies (social security), employment contract & amendments, occupational medicine, health insurance, provident fund, leave, absences (sick leave, refund of social security allowances, OPCO (alternants allowances), disciplinary follow-up with the solicitors, contract termination, redundancy, official documents for exit EE, France Travail, Unemployment certificate)
-Periodic social security and tax statements (DSN) & PAS, CPAM, (sick leave, maternity leave, workplace accidents), Apprenticeship tax, Continuing Education, DOETH, Building effort tax.
-Reporting and audits (dashboards, monitoring and management of time and absenteeism (paid leave, RTT, etc.)
-Statements reportings and surveys (INSEE, DARES, BDESE, Gender Equality Index, Mandatory Annual Negotiations (NAO), etc.)
-Support for employees, managers and other departments
-Updating legal data (rates in force, CCN, grants)
-Payroll software configuration.
-Social monitoring and personnel information
-Preparing CSE meetings

ADMINISTRATIVE AND LEGAL SUPPORT

Management of various disputes (urssaf, treasury, industrial tribunal, service providers)
Negotiation, approval and drafting of contracts (collective agreement)
Monitoring and drawing up internal regulations and processes

PAYROLL & REPORTING - BUDGET CONTROL

Posting of payroll entries in accounting software
Follow-up and validation of HR-related service provider invoices.
Liaising with external and internal contacts (Cac, Ec, payroll service providers, partners, lawyers, consultants, auditors). Training payroll employees

IT LITERACY (FINANCE AND PAYROLL) SOFTWARES

Microsoft Office Suite (advanced Excel functions)
ERP : SAP 4/H, MYOB, ACCPAC, Navision, Sage 100, Cegid, SAGE XP 3, INFOR, AX Dynamics , Coala.Etafi-BFC, Signet, Deal
LOGICIELS PROFESSIONNELS : Spaictacle – E-Paye-SILAE–Bodet- Lucca-Workday – SVP SIRH

FOREIGN LANGUAGES

English FLUENT (TOEIC 880 pts)
Italian (current) & Spanish (school level)

EDUCATION AND CREDENTIALS

2019 BA Human Resources – HRIS Project Manager – ADIP – IGS Group Paris
2002 MBA in Finance and Accounting from the UPC & Completion of a MD in Accounting ENC Bessières (DECF)
1999 Association of Chartered Certified Accountants (ACCA) UK GAAP at CCIP of Paris
1994 Achieved Master accounting and financial management (DPECF & DECF) at Créteil

PROFESSIONAL BACKGROUND

03/24 – 09/25 : **Interim HR, Payroll, Accounting assignments missions-RHI**

01/23 –11/23: **ADP - PAYROLL EXPERT– GSK SGP –Fixe Term**

Main contact and coordinator between UK/PL(SSP)/PLand FR- 250 people

07/22 –10/22: **Head of Accounts & Administration – EGIS INT'L temp**

- Auditing & closing company accounts(including social ones) for FR & int'l entities, provisions (holiday, retirement, litigations 82 people

08/21 –06/ 22: **FINANCE & PAYROLL CONTROLLER –OK EUROPE Ltd –UK temp**

- Support to administrative & Payroll dept (severance and provisions) and train SSC and be cross-functional between the different departments (sales, UK, India)

12/20 – 03/21 : **TAX & PAYROLL ACCOUNTANT (Temp)- CBRE GWS -200 people**

Payroll & control (200 EE), taxes & social statements, costs & analysis reports..

11/19–09/20: **SENIOR ACCOUNTANT: FAST RETAILING - CDC temp**

- Ensure accurate processing of monthly payroll reporting for 200 EEs.

- Audit taxes and social contribution to gvt agencies

- payroll accounts clearance, Team support (FR RH and SSC -Manilla)

04/18 – 06/19 : **SENIOR ACCOUNTANT SIGNATUREFLIGHT SUPPORT Fixe Term**

-In charge of monthly reports (revenue reconciliation, profit margins, variance analysis budgeted vs actual forecasts, discrepancies, customers follow-up, perform periodic and quarterly accounts reconciliation)

05/17 – 09/17 : **Administrative & Finance Manager –WAISSO Sas Fixed Term -**

- Support to HR Manager (payroll, social agencies, employee disputes, etc.)

09/16- 04/17 : **Head of Accounting — STAGO 600 people Temp**

-Posting payroll entries and provisions, monitoring & analysis of costs by dept/country, reporting to subsidiaries (EU,US,IN,CN) and HR, social statements

05/15 – 04/16 : **Head of Accounting – SAVE SMS SAS – Permanent (260 EE) Outsourced**

payroll, wage settlements, fixing issues relating to Social agencies Implementing Legal, accounting and HR partners of subsidiaries: UK, ES, DE, SE).

10/14 -03/ 15: **SENIOR Accountant - SOTIROPOULOS (45 EEE) Fixed.term Personnel**

admin, collecting payroll data, checking, payment and legal follow-up

02/12 – 06/14 : **FD (CDI) ALLIED Travel France (DMC- 50 EE) Permanent**

-Handling of legal files and HR issues, monthly Pack reports, yearly closing, cash

04/11 – 12/11 : **CHIEF ACCOUNTANT FAUCHON RECEPTIONS (TOR) Temp**

- Administrative, supervision & follow up of personnel (120 people)

09/09 - 12/10 : **FD (CDI) LE LUTIN ROUGE (30 people) Permanent**

- Admin Sales team recruitment, controlling, follow up payroll & HR litigation.

09/07 - 08/09 : **FD BSO COM/ ERESTECH Permanent**

- ADP, Recrutement, supervision comptable et Gestionnaire Paye

05/07 – 09/07 : **HR MANAGER (CDD) PROCON EVENT (50 Employees) Fixed term**

- Recruitment job description, sourcing), employment contract, interview with the manager, in charge of all payroll & admin processes and group reportings

12/06 – 05/07 : **HR & Accountant ETF – L&T – UIC (90 people)-Fixed term**

Comprehensive HR administrative functions, payroll (outsourced to ADP), External providers contracts, selecting training for EE, solving their issues.

10/02 - 11/06 : **HR & Accountant (CDI)LA WASH (35 pers) Permanent**

-HR & payroll management (contract, pay slips, social agencies returns, payments, reportings). Training and supervision of an assistant, -Selecting a new software, implementation, configuration, testing

09/01 – 07/02 : **Chartered Accountant Assistant - CCE Permanent**

-In charge of SME portofolio companies: accounting, bookkeeping, tax preparation, tax returns, HR administration and Payroll, auditing & review, Yearly(BS, IS, cash flow Rep)
- Supporting clients by resolving issues, providing guidance on financial matters.