

Główne umiejętności

Umiejętności organizacji
Umiejętności nadzorcze
Rekrutacja

Languages

English (Professional Working)

HRSS Team Manager w Cognizant

Doświadczenie

Cognizant

HR Admin Senior Specialist

sierpnia 2019 - grudnia 2022 (3 lata 5 mies.)

Gdańsk, woj. pomorskie, Polska

Providing assistance for all employee lifecycle related processes from hire to retire for more than 2000 employees.

- Preparing employments contracts, annexures, regulations, consents, termination letters, works certificates, and all other documents related to employment
- Being responsible for new processes implementation
- Working on internal policy, adaptation of the processes to changes in labour law
- Managing Polish Capital Plans in the company
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Providing support for Managers and Leaders in terms of HR processes and polish labour law knowledge
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- General support of employees in terms of HR processes

Unitest Marine Simulators Ltd

HR and Administrative Specialist

listopada 2016 - sierpnia 2019 (2 lata 10 mies.)

Gdynia, woj. pomorskie, Polska

- Providing support in all matters related to life-cycle of an employee
- Keeping employees documentation, preparing contracts, information about conditions of the employment
- Supporting the payroll process (preparing all necessary

data to payroll process)

- Issuing invoices and purchase orders
- Handling business trip expenses

GARDA

Human Resources Specialist

września 2016 - listopada 2016 (3 mies.)

Gdynia, woj. pomorskie, Polska

(contract of mandate/ employment agreement)

- Coordination and implementation of activities related to conducting employee issues
- Preparation of employment contracts, job descriptions
- Coordination of employment process
- Management of additional employee benefits (medical care, insurance, etc.).
- Social Fund management in accordance with applicable regulations
- Organize and record of safety training and medical examinations
- Compliance with the legal aspects,
- Assistance in payroll process employment (promotion, severance and other arising from the employment relationship)
- Supporting selected activities during the implementation of new HR initiatives, policies and services
- Register and unregister employees in Platnik program

Gebwell Ltd.

Human Resources and administrative Specialist The ISO Management Representative

listopada 2013 - sierpnia 2016 (2 lata 10 mies.)

Gdynia, woj. pomorskie, Polska

- Implementation and data management in HR
- Coordinating training in Health & Safety
- Preparation and record keeping personnel from the start of employment to termination of cooperation with an employee including keeping personal files, creation of employment contracts, documenting human resources for employees newly hired and existing, control over the date of the medical examinations, issuing certificates of employment, control of timesheet.
- Verification of the validity of car insurance
- Cooperation with the Sales Department, Accounting, Production, Storage
- Correspondence - incoming and outgoing, drafting letters
- Preparing materials including brochures and leaflets

- Recording VAT invoices, inputting into Comarch system billing cost
- Registration, posting of purchase invoices
- Deciding which online job sites & newspapers to advertise jobs in
- implementation and supervision of the process of ISO

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Human Resources and administrative Specialist

października 2010 - października 2013 (3 lata 1 miesiąc)

Gdynia, woj. pomorskie, Polska

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating (appendix to contracts, reference letters, confirmation of employment, visa letters etc.)
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Providing support to our employees and managers in variety of HR
- Settlement of business trip expenses of employees especially for drivers
- Cooperation with payroll specialist and preparing all necessary documentations

Sage

Admin Assistant

grudnia 2008 - października 2010 (1 rok 11 mies.)

Sopot, woj. pomorskie, Polska

- Answering the phones
- Preparation of weekly reports
- Order advertising and promotional materials
- Filing and archiving of documents
- Correspondence with customers
- Verification of documents and introducing into circulation
- Handling incoming and outgoing correspondence
- Preparation of training schedules
- Sorting out the post
- Managing diaries

Baltix

Human Resources Officer

września 2006 - września 2008 (2 lata 1 miesiąc)

Gdynia, woj. pomorskie, Polska

- recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates
- developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- undertaking regular salary review
- administering payroll and maintaining employee records
- keeping employee documentation
- preparing contracts, management and control of absences

Wykształcenie

Politechnika Gdańska

Postgraduate Human Resources and Payroll study, Kadry i płace

GWSH Gdańsk -

Master's degree, Master Degree in General Pedagogy · (2009 - 2011)

Pomorska Wyższa Szkoła Humanistyczna

Bachelor's degree, Education Defence and Crisis Management