

## Główne umiejętności

Komunikacja wewnętrzna

Reguły HR

Zarządzanie projektami HR

## Certifications

Specjalista ds. kadr i płac

Specjalista ds. kadr i płac

Senior HR Generalist | Cultivating Talent & Engagement | HR Operations

Warszawa, Woj. Mazowieckie, Polska

## Podsumowanie

Experienced HR Specialist with over 4 years of dedicated service in multinational and domestic companies. Proficient in various HR functions, including HR Administration & Payroll, Labour Law & Employee Relations, Onboarding & Offboarding, and Regulatory Compliance. Committed to fostering a positive workplace environment while ensuring compliance with legal regulations. Demonstrated ability to effectively manage diverse HR tasks and deliver results-driven solutions. Skilled in building strong relationships with employees at all levels and providing comprehensive support in various HR-related matters.

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## Doświadczenie

Capco

2 lata 9 mies.

Senior HR Generalist

czerwca 2023 - Present (1 rok 1 miesiąc)

As an experienced HR Generalist, a wide range of responsibilities are overseen, seamlessly blending administrative tasks with strategic HR planning.

These include:

- #HR BP: Acting as a link between staff and management, responsibilities include handling employee handbooks, HR policies, and offering leadership support.
- # Employee Relations: Cultivating a positive workplace environment by addressing grievances, fostering strong employee connections, and providing support to employees in every matter.
- #Employee Benefits: Meticulously overseeing benefits programs, tailoring new initiatives to meet evolving needs, and providing expert guidance on benefit-related inquiries.

- #HR Systems: Ensuring the smooth operation of PeopleSoft HRMS, responsibilities include maintaining data integrity, overseeing onboarding processes, and ensuring compliance with data regulations.
- #HR Administration: Managing HR documents, coordinating training sessions and health checks, overseeing onboarding and exit processes, and maintaining detailed employee records.
- #Payroll: Efficiently managing payroll operations, responsibilities include overseeing compensation adjustments and promptly addressing any payroll-related queries.
- #Support for Head of HR: Providing dedicated support to the Head of HR in various tasks and initiatives to ensure the overall effectiveness of HR operations.

Additional responsibilities include assisting in recruitment, generating HR reports, and managing office operations, including supplies, events, and communication with building management.

#### HR Generalist

października 2021 - czerwca 2023 (1 rok 9 mies.)

#### Fundacja Dajemy Dzieciom Siłę | Empowering Children Foundation HR Advisor

czerwca 2021 - października 2021 (5 mies.)

- Recruitment and selection: running and managing full life cycle recruiting processes (assistant and specialist positions); conducting effective on/off-boarding (inc. exit interviews).
- Employee relations: support to Foundation staff on HR matters, development of internal communication in the Foundation by posting on a communication site, conducting surveys among employees (training evaluation, benefit evaluation, etc).
- Employer branding: redesigning the career site together with the PR team, which had an impact on the flow of targeted resumes for the ad.
- Employee benefits: administration and promotion (benefit descriptions, sportcards administration and integration budget monitoring).
- L&D: coordination of training for employees.
- Supporting HR Manager in various projects.

#### Buro Happold

2 lata 9 mies.

## HR Advisor

czerwca 2020 - maja 2021 (1 rok)

- Recruitment and selection: running and managing full life cycle recruiting processes (10 processes and 100% execution); conducting effective on/off-boarding (inc. exit interviews).
- HR BP: supporting and guiding engineering team leaders on all HR and Labour Law related matters.
- Employee relations: handling employment relations issues as grievances and employee welfare.
- Employee benefits: administration of 4 benefits and implementation of a cafeteria, which increased the number of employees using benefits by 54%
- HR System: system administrator of Unit4 Agresso ERP (making new starters, entering any changes to the system, including changes in employment conditions, absences, etc).
- HR administration: administration of employment files, producing documents, coordinating H&S initial and periodical training and medical check-ups.
- Payroll: submit changes and updates related to compensation and benefits of employees, overseeing payroll transactions, overseeing staff attendance and absence monitoring; answer employees' questions about salaries and HR administration.
- Student placement & internships: contact with career centres and student associations, coordination of the whole process relating to student placements and work experience within the company.

## Junior HR Administrator

sierpnia 2019 - maja 2020 (10 mies.)

## Junior Group Coordinator

września 2018 - lipca 2019 (11 mies.)

Warszawa, woj. mazowieckie, Polska

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## Wykształcenie

### Uniwersytet SWPS

Master's degree, Human Resources Management · (października 2019 - lipca 2021)

### Uniwersytet SWPS

Master's degree, Psychology · (2018 - 2019)

### Politechnika Warszawska

