

Languages

Polish (Native or Bilingual)

English (Professional Working)

Spanish (Limited Working)

French (Professional Working)

Senior Payroll Specialist

Warszawa, Woj. Mazowieckie, Polska

Doświadczenie

Syneos Health

Senior Payroll Specialist

październik 2022 - Present (1 rok 10 mies.)

Warszawa, Woj. Mazowieckie, Polska

- Act as a source of French payroll knowledge to support the day-to-day activities of the French Payroll Specialists
- Establish, update and maintain payroll records and analyze payroll related information to ensure accurate payroll in line with legislation of France
- Complete controls and cross-checking on payroll results
- Maintain payroll information, files and records to provide up to date reference and audit trail for compliance
- Deliver payroll accurately and provide timely payment of employee salaries on time in line with client service level agreements and expectations
- Prepare and submit statutory declarations for authorities
- Prepare regular and ad hoc payroll reports, handles special client requests
- Participate in year-end processes

American Express

2 lata 9 mies.

Payroll and HR Administration Team Leader France

październik 2021 - wrzesień 2022 (1 rok)

Warszawa, Woj. Mazowieckie, Polska

- Lead Team Members
- Providing high level HR and Payroll Services
- Control the correctness of payrolls processing
- Perform monthly analysis & reports
- Being responsible for all aspects of payroll processing ensuring transactions are in compliance with internal and external payroll and time & labor laws, policies and practices

EMEA Payroll & Administration Coordinator

lipiec 2021 - styczeń 2022 (7 mies.)

Warszawa, Woj. Mazowieckie, Polska

Payroll and Administration Specialist
styczeń 2020 - lipiec 2021 (1 rok 7 mies.)

Sage

HR Representative with French

luty 2019 - styczeń 2020 (1 rok)

Warszawa, woj. mazowieckie, Polska

- Participation in the HR service transition from France to Poland
- Processing colleague and manager inquiries and requests
- Getting knowledge about French labour law
- Provide administrative support for HR services; support payroll processes

Schneider Electric

1 rok 11 mies.

Administrator HR with French

czerwiec 2018 - styczeń 2019 (8 mies.)

Warszawa, woj. mazowieckie, Polska

- Taking care of uploading data and its quality in HR systems
- Preparing of employee's contracts and other documents related to employment process
- Preparing different HR and data reports and analysis regarding employee administration

Junior HR Administrator with French

marzec 2017 - czerwiec 2018 (1 rok 4 mies.)

- Updating data in Talent Link and other HR systems
- Providing support for Schneider Electric employees regarding HR topics

Wykształcenie

Uniwersytet Warszawski

Master Studies in Institute of French Studies · (2015 - 2017)

Université Bordeaux Maigne (ex - Bordeaux 3)

Modern Literature in Université de Bordeaux Michel de Montaigne (III);

Erasmus programme · (2014 - 2015)

Uniwersytet Warszawski

Bachelor Studies in Institute of French Studies · (2012 - 2014)

SGH Warsaw School of Economics

Postgraduate Degree, Finanse i rachunkowosc · (październik 2021)
