

CURRICULUM VITAE

Name and Surname: Alessandra Tidona



SKILLS

Ability to Work Under Pressure; Leadership & Management; Interpersonal and Communication skills; Problem Solving; Analytical; Teamwork; Brand Ambassador.



WORK EXPERIENCES:



HR Advisor Recruitment, Staff Planning and Admin reporting at “HUMAN TECHNOPOLE”

2023 on going

- Recruiting department coordinator for new staff selection also
- Define, manage and update internal organizational model and of the macro and micro-structures
- Manage the Salary review annual process
- Responsible of remuneration policies, incentive systems and benchmarks analysis and survey about external market
- Manage Annual Budget and Forecast in cooperation with the finance department
- Support employees for solving their problem or policies questions;
- Manage the internal IRP, SuccessFactors
- Manage employees on-boarding and off-boarding;
- Coordinator of the Gender Equality Team to promote equal opportunities and fairness across all genders (main projects: Gender balance in leadership - Gender equality in recruitment and career progression - Work-life balance and organisational culture - Measures against gender-based violence, including sexual harassment)
- Manage HR Report and HR KPIs
- Processing of institutional reports required by various bodies such as ISTAT or MEF
- Ensure the people management activities towards the internal personnel



HR Expert at “HUMAN TECHNOPOLE”, Milano

2021 –2023

- Managing employees on-boarding and off-boarding;
- Elaborate new offer, new contract, mission or end of employment communication letter;
- Drafting reports and budget related employees costs;
- Check costs related to Forecast and Annual Budget;
- Support new joiner coming from abroad, international mobility;
- Support payroll provider;
- Manage NCL pension Fund and Healthcare Fund;
- Support employees for solving their problem or policies questions;
- Welfare program referent;
- Communicating smart-working agreements to Authorities;
- Manage and collect documents regarding tax benefit for inpatriates
- Coordinate my team regarding absences, hypothetical bonus or special events as holidays, sickness or overwork hours;

SAINT LAURENT

HR Specialist SOUTHERN EUROPE at “SAINT LAURENT”, Milano

Retail – Italy – Spain - Switzerland

2019 – 2021

- Check absences, hypothetical bonus or special events as holidays, sickness or overwork hours and assist the payroll team;
- Support employees for solving their problem or policies questions;
- HC monitoring through the elaboration of organizational charts;
- Diversity and Inclusion Recruiting;
- Calculating sales commission, HY Bonus and Salary increase;
- Calculating expensive reimbursements;
- Elaborate new offer, new contract, mission or end of employment communication letter;
- Communicating smart-working agreements to Authorities;
- Administer employee changes and update WorkDay tool;
- Managing employees on-boarding and off-boarding documents;
- Drafting of reports and budget related to payroll and employees costs;
- Check costs related to Forecast and Annual Budget;
- Salary review and performance management processes (WorkDay).

HRCAPITAL
HR CONSULTING & PAYROLL

HR Administration & Payroll Specialist at “HR CAPITAL srl”, Milano

May 2018 – November 2019

- Managing the entire payroll process for italian and foreign companies;

- Elaborating employees payslips, running the presences, absences, hypothetical bonus or special events as holidays or sickness, calculate TFR (trattamento di fine rapporto);
- Drafting of reports and budget related to payroll as employees costs or accounting reports;
- Calculating expensive reimbursements;
- Managing employees and manager's monthly and quarterly supplementary funds;
- Making compulsory employment communications for start of an employment, transformations or end of employment;
- Communicating smart-working agreements to Authorities;
- Administer employee changes and update the system;
- Calculate and communicating Enasarco contribution for Sales Representatives;
- Prepare employment contracts, managing employees documents and Tax deductions;
- Elaborating 770 and Income Tax Statement Form "*called Certificazione Unica*";
- Supervising INPS and INAIL profiles.
- Sending INPS UNIEMENS's communication.



HR Administration & Payroll Specialist at "Milano Paghe srl", Milano
2015 – April 2018

- Managing payroll process for Italian and foreign companies;
- Elaborating employees payslips, running the presences, absences, hypothetical bonus or special events as holidays or sickness, calculate TFR (trattamento di fine rapporto);
- Drafting of reports and budget related to payroll as employees costs or accounting reports;
- Calculating expensive reimbursements;
- Managing employees and manager's monthly and quarterly supplementary funds;
- Making compulsory employment communications for start of an employment, transformations or end of employment;
- Communicating smart-working agreements to Authorities;
- Administer employee changes and update the system;
- Prepare employment contracts, managing employees documents and Tax deductions;
- Elaborating 770 and Income Tax Statement Form "*called Certificazione Unica*";
- Supervising INPS and INAIL profiles.
- Sending INPS UNIEMENS's communication.



HR Generalist at "Studio G Associate", Seveso (MB)

2009 – 2013

Collaborating with HR consultant and payroll specialist communicating the monthly staff variables. Supporting employees as reference for payslips questions.



IT SKILLS:

WorkDay HR Tool, HR Analytics, Zucchetti Paghe Web, Zucchetti Paghe Omnia, Outlook, Office, Sap By design and Success Factor



EDUCATION:

2020 -2021 – Master in HR Specialist – Il Sole 24ore Business School

2012 - 2016 - Insubria University of Como, Italy

Bachelor Degree in “Intercultural and Interlinguistic Mediation”

Diversity and Inclusion Course, 3 Modules Kering Course.



LANGUAGES:

- ENGLISH, level B2;
- SPANISH, level B2, Dèle certification;
- GERMAN, level A2;
- ITALIAN, mother-tongue.



HOBBIES

I like travelling and getting in touch with new realities. I love mountain and all it offers like food, ski and hiking.