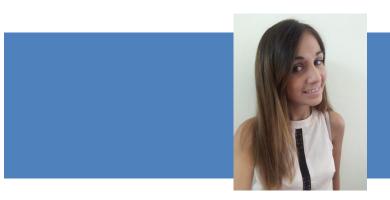
CURRICULUM VITAE

Name and Surname: Alessandra Tidona





<u>SKILLS</u>

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
- Responsable of remuneration policies, incentive systems and benchmarks analysis and surve 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;



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).



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, trasformations 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.



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



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.