



# Baha Khemiri

## HR Compliance and Audit Data Specialist

Dedicated HR Compliance and Audit Data Specialist with a strong background in People Operations and Data Management. I bring a comprehensive understanding of human resources processes, compliance regulations, and a meticulous approach to data analysis and reporting. With a proven track record of ensuring organizational compliance, streamlining operations, and leveraging data-driven insights, I am well-equipped to drive efficiency and support strategic decision-making. As an adaptable and detail-oriented professional, I thrive in fast-paced environments and excel at collaborating with cross-functional teams. My goal is to leverage my expertise to optimize HR processes, mitigate risks, and facilitate data-driven solutions that align with organizational objectives.

### CONTACT AND ADDRESS

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LIVE:BAHA\_KHEMIRI



### TECHNICAL SKILLS



Workday



Oracle HCM



Adobe Suite



Microsoft Office



Wordpress

### PROFESSIONAL EXPERIENCE

#### HR COMPLIANCE&AUDIT DATA SPECIALIST

##### NATIONAL PEN

FEBRUARY 2023 TO PRESENT



- Monitoring daily transaction processing for employee lifecycle events (e.g., hire, rehire, reinstatement, transfer, promotion, demotion, job rate change, termination, etc.) and employee data changes based on knowledge of company, labor contract, and state and federal labor regulations.
- Monitoring HRIS, payroll, and application system for mismatched employee entries and escalates same to People Ops leads and/or Technology team.
- Collaborating with Technology, Security & Compliance and Audit Teams to maintain accurate and complete HR records, implementing effective internal controls within HR operations, and collaborating with internal and external auditors to demonstrate compliance.

## PEOPLE OPERATIONS ASSOCIATE

**FIS**



NOVEMBER 2021 TO FEBRUARY 2023

- Supporting employees from the the different regions of the world (Americas, APAC, EMEA)
- Responding to employee inquiries via e-mail and phone regarding policies, programs and benefits in a timely and accurate fashion.
- Handling different HR Cases via the case management systems
- Maintaining and updating employee records in workday
- Ensured the quality of HR Data used by management by creating tools and reports to audit and analyze HR information and created/updated processes and documented criteria to maintain the consistency of reports originating from HR systems.
- Establishing and maintaining effective working relationships with employees, management, and clients.

## DATA ENTRY ASSOCIATE

**HARVEST GROUP**



APRIL 2021 TO NOVEMBER 2021

- Extracting Data from external sources
- Cleaning, formatting and checking the integrity if the Data
- Performing minor changes to reporting
- Assisting with downloading Data
- Assisting with running reporting and refreshing the Data

## INTERNSHIP AT UGOSCHOOL SWITZERLAND

FEBRUARY 2020 TO MAY 2020



Developing the Ugoschool platform and its content, as well as being actively engaged in the setting and implementation of the digital marketing strategy. Wearing different hats, multitasking, and undertaking different duties, both independently and working as a team. Content Creation/Curation and French/English translation tasks. Performing Digital Marketing tasks including Onsite SEO optimization.

## Arabic-English Translator&Editor with Hideyah Organization

January 2018 to March 2020



Arabic/ English Translation proofreading and editing of reports

## EDUCATION

Higher Institute of Languages Tunis

2018-2020

### MASTER'S DEGREE IN ENGLISH FOR COMMUNICATION

Higher Institute of Languages Tunis

2015-2018

### BACHELOR DEGREE IN ENGLISH LANGUAGE LITERATURE AND CIVILIZATION

## CERTIFICATIONS

- Google Garage Digital Marketing Certification (Google)
- SEO fundamentals(Pluralsight)
- Marketing in a digital world Certification (Coursera)
- Social Marketing (Coursera)
- Microsoft Office Specialist Certification (Microsoft)