Subhy Ghazal

PROFESSIONAL PROFILE

Quality-focused HR analysis with cross-functional competencies in all phases of payroll and HR processing.
Solid interpersonal skills with the ability to contribute as a team player and interface with professionals on all levels. Responds to operational and analytical challenges with confidence,

SUMMARY OF QUALIFICATIONS

- Over nine years of experience in HR Management and Payroll.
- Strong background in SAP ERP, Success Factor & HCM modules
- Advanced level in Excel
- Good knowledge of labour standards for all Canadian provinces
- Bilingual. Advanced English, Intermediate French
- Member of the Canadian Payroll Association (CPA) and working toward PCP designation.
- HR certificate from Concordia university.

PROFESSIONAL EXPERIENCES

July 2015-August 2019   5 yrs

HR Business partner alfanar _Saudi Arabia_

- Develop HR system and leading testing and integration for various HR modules such as time management, payroll and employees' records.
- Manage and develop appraisal programs and create analysis reports.
- Analyze manpower plans and determine current and future need.
- Design and manage employee surveys and exit interviews.
- Review and update the policy and procedures.
- Review salary scales and prepare performance evaluation, promotions, incentives, bonuses, etc.
- Plan and administer staffing, total compensation, training, and career

Achievements:
- Create Turnover dashboard on success factors using BI and SAP.
- Create automation process for Termination on share point system.

February 2010 – June 2015   4 yrs

Payroll Specialist alfanar _Saudi Arabia_

- Manage and Process payroll for nine Multi-currency payroll areas / Approximately: 5,000 employees.
- Develop payroll system and leading payroll automation projects and
- Update and maintain employee's data and related payroll records including increments, changes and withholdings
- Ensure that the calculation of earnings and deductions are accurate and completed in a timely manner, in compliance with legislative requirements and company policies.
- Generate the necessary reports using SAP, SAP Query and BI reports tools
- Prepare the estimated payroll for the Treasury Assistant
- Process other financial compensations, i.e. annual bonuses, severance pay and paid leave
- Conduct periodic review and update of payroll procedures to ensure that the best practice is already in use
- Resolve payroll discrepancies and answers all employees' inquiries
- Archiving all payroll documents on SharePoint.

Achievements
- Create automation process for implementing increments on system.
- Create automation process for analysis the cost of tickets & transportation allowances.

CONTACT

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EDUCATION

Bachelor's degree in Business Management
Aleppo University
(Canadian degree equivalency done by WES Canada)

COURSES AND CERTIFICATES

December 2019 – November 2020
Certificate of Human resources management
Concordia UNIVERSITÉ UNIVERSITY

September 2020 - present
Payroll Compliance Practitioner
PCL Done
THE CANADIAN PAYROLL ASSOCIATION CPA ACP L'ASSOCIATION CANADIENNE DE LA PAIE

November 2019 – Present
Full time French language course
Centre Saint-Paul

TECHNICAL SKILLS

SAP SuccessFactors
SAP ERP
Microsoft Dynamics NAV
Office