

Keyte Tatiele de Carvalho Lima

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Stamp 1G (Enable to work full time in Ireland)

SUMMARY PROFILE

Human Resources professional with 10 years of experience working in personal department. My experience consists of assisting employees with problems, questions, and issues, managing dismissals, managing benefits, vacations, leave and rescission, and high experience in working with payroll. Including other skills such as communication, development of management reports, ability to deal with and resolve conflicts, fluent in Portuguese and intermediary in English, Microsoft Office – Word, Excel, Outlook, Power Point, Senior System (Personnel Administration, Benefits, Point and Control, Legal, Security and Medicine).

EDUCATION & PROFESSIONAL QUALIFICATIONS

- (2016/2017) **MBA in Strategic Human Resources Management.**
Centro Universitário Ítalo Brasileiro. Brazil
- (2010/2013) **Bachelor of Business Administration.**
Centro Universitário Ítalo Brasileiro, Brazil.

EXTRA COURSES

- People and Management – Demarco (2018);
- Administration -Centro Paula Souza (2010);
- Foreign Trade – Centro Paula Souza (2010);
- Secretariat and executive – Centro Paula Souza (2010);
- Manual Handling Training – MCR (2020);
- Safe pass – Solas (Expires end: JUL 2025).

EXPERIENCE

(June 2020 to Present)

Cleaner. MCR GROUP, Dublin

- Managing and communicating with customers and suppliers;
- Cleaning in the construction and office business.

(May 2011 - January 2020)

Human Resources Analyst, then Senior Human Resources Analyst. Grupo Imediato (Ambev), Brazil

- Started as Human Resources Assistant, then, 6 months later, I was promoted to HR; Analyst, and after 4 years I was promoted to Senior Human Resources Analyst;
- Responsible for registering employees through the Senior System;
- Analysing and checking payroll;
- Purchasing benefits;
- Calculating and scheduling vacations, leave, rescission, maintenance;
- Treatment and closing of electronic point;
- Employee shutdowns;
- Representative of the company as a representative in labour lawsuits and approvals with the union, support for Medicine and Occupational Safety;
- Controlling pre-employment, periodic and dismissal examinations;
- Prioritizing clarification and assistance in solving employees' problems.

(November 2010 – May 2011)

Human Resources Assistant. Grupo Imediato (Ambev), Brazil

- Recruitment and selection;
- Payroll, benefits and annual leave management;
- Employee onboarding and dismissal.