GIULIO ARPAIA(modified)

Emser Str. 68 12051 Berlin(modified)

(willing to relocate worldwide)(modified)

Linkedin: giulio-arpaia-5b19b8149(modified)

Email: giulio.arpaia@gmail.com(modified)

Mob: 017658091661(modified)

(modified)

PROFILE(modified)

As a curious and adventurous person, I travelled outside of my home country to make new experiences and improve my job opportunities. Consequently, I have worked in the HR and payroll teams of several companies and developed not only a deep knowledge about several countries’ tax law, but I have also got a huge experience about confidential data handling and maintenance, monthly and quarterly reports, compensation, benefits, and the audit phase. Nowadays, I am looking for a stable position where I can use the knowledge I have acquired and progress in the career.(modified)

(modified)

KEY SKILLS(modified)

* Work: problem-solving, initiative, critical thinking, adaptability, communication, teamwork, organization, accuracy, attention to details, perseverance and self-motivation, customer care, working under pressure, decision making.(modified)

(modified)

* MS office: certified MOS Excel 2013 and very good knowledge of Word, Outlook, and Power Point.(modified)

(modified)

* Payroll: SAP (with knowledge about queries use/creation), Accentra, Solus and Merit(modified)

Concur for the travel expenses management.(modified)

(modified)

* Programming: Python 3(modified)

(modified)

* Languages: Italian – native speaker(modified)

English – very fluent (C1) and in possession of the Cambridge CAE.(modified)

German – elementary (A2.2)(modified)

(modified)

EMPLOYMENT(modified)

December 2021 to May 2022(modified)

Payroll Manager(modified)

“Searchmetrics” – Berlin, Germany(modified)

* Ensuring accuracy of German, UK and US payroll(modified)
* compensation and benefits(modified)
* payroll reporting and analysis(modified)
* creation of the accruals(modified)
* data maintenance into the system (BambooHR)(modified)
* creation of new procedures and improvement of the old ones.(modified)

(modified)

March 2019 to November 2021(modified)

Associate HR Payroll and Reporting(modified)

“KWS Group” – Berlin, Germany(modified)

* Created from scratch and implemented the monthly mutation sheet for the Italian payroll(modified)
* efficiently managing the Italian, Scandinavia (DK, SE and FI), and UK payroll cycles(modified)
* processing hirings, benefits, salary increases, bonus, promotions, and resignations.(modified)
* maintaining and updating employees' data(modified)
* ensuring contributions to pension and health insurance funds are timely and correctly paid(modified)
* established new procedures and strongly improved the existing ones.(modified)

(modified)

October 2017 to February 2019(modified)

Customer Care Specialist(modified)

“Zalando” – Berlin, Germany(modified)

* Dealing with customers enquires via email and telephone(modified)
* performing security checks in accordance with the privacy and confidentiality policies(modified)
* providing support in a polite and professional manner(modified)
* handling reclamation and complaints(modified)
* database maintenance and navigation(modified)
* onboarding of new employees(modified)

(modified)

July 2016 to June 2017(modified)

Payroll Advisor(modified)

“MyPay Group” – Birmingham, UK(modified)

* Learnt how to use the software Accentra, Solus and Merit(modified)
* taking inbound calls within AHT and making outbound calls(modified)
* performing security checks in accordance with the privacy and confidentiality policies(modified)
* navigating through the database to find out the relevant information(modified)
* giving information about payslips, number of hours, holiday, P45, P60, maternity and sick-pay(modified)
* writing and replying to the emails(modified)
* data entry, updating and amending.(modified)

(modified)

September 2015 to June 2016(modified)

Payroll Advisor(modified)

“NGA Human Resources” – Birmingham, UK(modified)

* Learnt how to use the software SAP applied to payroll(modified)
* taking inbound calls within AHT(modified)
* being the first point of contact for Lloyds bank managers and employees(modified)
* performing security checks in accordance with the privacy and confidentiality policies(modified)
* navigating through the company CRM system to looking for the correct information(modified)
* giving clarification about payslips, number of hours, holiday, P45, P60, maternity and sick-pay(modified)
* escalating for further investigation whenever necessary.(modified)

(modified)

December 2013 to June 2015(modified)

Pet Shop Assistant(modified)

“Canterbury Exotics” – Canterbury, UK(modified)

* Feeding and working with animals(modified)
* cleaning and repairing their tanks(modified)
* learnt how handling, managing and sex assessing many different species of not venomous snakes(modified)
* dealing with customers(modified)
* stock check and replenishment.(modified)

(modified)

November 2012 to November 2013(modified)

Conservational Keeper Trainee(modified)

"The Wildwood Trust" – Herne Bay, UK(modified)

* Feeding and working with animals(modified)
* cleaning and repairing their enclosures(modified)
* learnt about the different species of the British wildlife and the present threats to their conservation(modified)
* giving interesting and informative talks about the animal of the park and the British wildlife(modified)
* successfully completed my traineeship.(modified)

(modified)

EDUCATION(modified)

July to September 2017(modified)

Intensive German course(modified)

Anda Sprachschule, Berlin(modified)

(modified)

January to March 2015(modified)

Intensive English course at the end of which I obtained the Cambridge CAE (Certificate in Advanced English)(modified)

“LanguageUK”, Broadstairs, Kent (UK)(modified)

(modified)

September 2008 to July 2012(modified)

Master of Science degree(modified)

“Evolution of Animal and Human behaviour”(modified)

University of Turin, Turin, (Italy)(modified)

(modified)

September 2003 to December 2007(modified)

Bachelor’s degree(modified)

“Natural History”(modified)

University of Bologna, Bologna (Italy)(modified)

(modified)

September 1998 to June 2003(modified)

Scientific High School diploma(modified)

“Galileo Galilei” Scientific High School, Potenza (Italy)(modified)