



Fatima BOUGHARIOUN

Looking for an **experience abroad in HR or International Volunteering Experience(VIE)** (available from **September 2017**)

PROFESSIONAL EXPERIENCES

PROFILE

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STUDIES

2016/2017 – IAE Gustave Eiffel (Créteil)

Final year of Master's degree in
Human Resources Management in
Multinational Companies

2015/2016 – IGS (Paris)

1st year of Master's Degree in Human
Resources Management

2014/2015 – IGS (Paris)

Bachelor's degree in Human
Resources Management (option
payroll and staff administration)

LANGUAGES & OFFICE SOFTWARE

French : mother tongue

Arabic : mother tongue

English : fluent TOEIC 810

(One year language study in England
2011/2012)

Office suite (Word, Excel,
Powerpoint)

HR ACCESS

Success Factors

SAP

HOBBIES

Travels, fitness, volunteer
work

2016/2017 : Human Resources Officer – SUEZ (Paris)

- **Staff Administration** : (drawing up and managing contracts of employment), social dashboards for tracking staff activity (absenteeism, compensation, paid vacation ...)

- **Formation** : Identifying the training axes to be developed in relation to the company's strategic orientations, developing a coherent project in line with the overall objectives, support to managers and employees on all matters relating to training

- **Recruitment** : in charge of recruitment process (to identify the need, to promote job opportunities, job interview with the candidate, to select the candidate)

- **Unions and employee representatives** : convening, présentation, report ...

- **Projects HR** : People Review, Salary Review, diversity policy, Integration Day to discover the Group's objectives and challenges

2015/2016 : Human Resources Officer – ALSTOM (Paris)

- **Recruitment** : Manage the recruitment plan for trainees and apprentices (definition of needs, conduct interviews, decision-making with future tutors) and foster the success of their integration

- **HRIS** : Collaboration on good data information within the HRIS (contribution to datagovernance, updates, follow-up request)

2014/2015 : Human Resources Officer – AIR LIQUIDE (Paris)

- **Staff Administration** for 450 collaborators (Management of employees from hiring to exit)

- **HR Communication** : organization chart, required displays ...

2013/2014 : Human Resources Officer – TOTAL (Paris)

- **Staff Administration & payroll** for 650 expatriates (Europe and Asia) within the International Mobility Service :

- Carrying out pre-expatriation wage simulations

- Support staff correspondents for monthly expatriate payroll

- Ensure the administrative procedures related to the departures in expatriation (medical visits, movements of personnel, air tickets, transport of personal effects ...)