

Heloisa S

Brazil

Applied through AIESEC in SAO CARLOS, Brazil.

 [Send email](#)

 [LinkedIn](#)

PROFESSIONAL EXPERIENCE

TAX Consultant - People Advisory Service

ERNEST YOUNG Feb 2018 - May 2019 Brazil

Execution of consulting work focused on the labor and social security area in several companies, from different sectors; working closer of the Assurance team in a RPA and Sox projects, Advising and developing projects focused on the adequacy of companies to eSocial in order to identify possible inconsistencies that may impact the fulfillment of this obligation; Development of projects for compliance with Brazilian legislation regarding labor and social security aspects, focusing on the analysis of compensation programs, payroll (INSS, FGTS, and IRRF), outsourced services and benefits concession, such as private pension, stock option, Profit Sharing Program (PPR), indirect benefits, among others; Support accounting audit, starting M&A developments.

HUMAN RESOURCES ANALYST - PAYROLL

CATERPILLAR Mar 2015 - Apr 2017 Brazil

Key user of Migration Process to Panama, Supporting to a diversity and inclusion committee, Supporting to all monthly payroll activities, balancing and reconciling payroll data, depositing and reporting taxes, Data Analysis, Review and monitor HR metrics & workforce management, Payments, accounting reconciliation, Support to HR Transformation Project, with stakeholders, help to audits of payroll records including SOX by various internal and external auditors. Supported to different process in the area, dealing closely with internal clients, help in answering questions to employee inquiries and requests regarding payroll matters.

ACADEMIC EXPERIENCE

PUC Mar 2018 - Dec 2019 Brazil

Human Resources, Law

FACULDADE DE TECNOLOGIA DE SAO PAULO Jul 2012 - Dec 2015

Brazil

Business administration, Law

FATEC - Jan 2012 - Jan 2016 Brazil

Business administration

SUMMARY

Heloísa is an open mindset woman with experience in Project Management (Green Belt 6Sigma) and HR activities, as talent acquisition, people development, payroll, non-residents, and benefits.

LANGUAGES

Portuguese	Bilingual
English	Advanced
Spanish	Intermediate

SKILLS

Expert

- + HR induction
- + Collaboration
- + Time Management
- + Human Resources
- + Microsoft Excel
- + Adaptability
- + Writing
- + Facilitation
- + Self-Confidence
- + Data Analysis

Advanced

- + Presentation skills
- + Training
- + Leadership
- + Consulting
- + Project Management
- + Microsoft Powerpoint
- + Lotus Notes/Domino
- + Content Strategy
- + Business Intelligence
- + Controlling
- + Team Management
- + Event Planning
- + Relationship Management
- + Solution Orientation
- + Critical Thinking

Intermediate

- + Sales

- + SAP
- + Strategy
- + Community Development
- Beginner**
- + AIESEC Leadership qualities
- + Database Administration
- + Data Analytics
- + Organisational Management
- + Recruiting
- + Empowerment of others
- + Wordpress