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Head of Payroll and Personnel Administration

Education

2011/2012

Higher Institute of Finance and Taxation of Sousse
FUNDAMENTAL LICENSE IN TAX MANAGEMENT

2012/2013

Institute of High studies of Sousse
MASTER M1 IN ACCOUNTING

2014/2015

National Center for Continuing Education and Professional Promotion
SENIOR TECHNICIAN IN INTERNATIONAL TRADE

Professional Experience

From 01/12/2024 until today

Head of Payroll and Personnel Administration

« BOURNS-TN » Manzel Bouzalfa Tunisia

Automobile Industry

Participation in the HR software implementation project (SAP)

- Supervise payroll processing, ensure compliance with legal obligations regarding salary and social security contributions.
 - Supervise the personnel administration (Headcount, Contract, Turnover, Leavers...)
 - Development and update of HR dashboards and KPI's.
 - Follow up Absence, Working Hours, Overtime and Technical Unemployment.
 - Prepare the HR events.
 - Implementing and maintaining HR software for performance, payroll, and benefits tracking.
 - Intervene if there is an internal conflict with employees, unions or managers, and find solutions adapted to the needs of the company and employees.
 - Present the company at fairs, the labor inspection and court.
 - Submit regular reports on working hours, productive hours, absences and fluctuation to the direction.
 - Participate in the organization and management of meetings with staff representatives, union delegates, and works councils.
 - Analyzing HR data to improve decision-making and strategy.
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From 01/06/2021 until 30/11/2024

HR Coordinator

« SEWS-TN» Monastir Tunisia

Automobile Industry

Participation in the HR software implementation project (AGIRH)

- Supervise the personnel administration (hiring file, file of exit, contract of work, Leave follow-up, monitoring of work stoppages and management of personal credit.
 - Development and update of HR dashboards and KPI's.
 - Follow up the Absence, Turnover, Overtime and Technical Unemployment.
 - Prepare the HR events.
 - Transport of employee's management.
 - Attend individual interviews (Discipline, Exit interview and Resumption, etc.).
 - Conflict and complaints Management.
 - Support the recruitment team.
 - Follow up the sickness cases with the occupational doctor and HSE team.
 - Present the company at fairs, the labor inspection and court.
 - Coordinate with all departments and partner to ensure the social stability.
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From 18/02/2019 to 31/05/2021

HR Supervisor

« Draexlmaier» Sousse Tunisia

Automobile Industry

- Follow the Absence, Turnover, Overtime and the Technical Unemployment.
 - Save HR data in software (SAP).
 - Correct anomaly of pointage.
 - Prepare all HR documents.
 - Management of work clothes and locker keys.
 - Participate in the preparation of the HR events.
 - Follow up the sickness expenses of our employees with the insurance company.
 - Management of personnel folders, Contract and archive.
 - Coordinate with all departments and unions to ensure the social stability.
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From 01/07/2014 to 16/02/2019

Accounting / Human Resources leader

« CRC Group » Sousse Tunisia

Industry/Trade/Transport

Participation in the HR and finance software implementation project (TSI)

- Controlling the financial data in software.
- Monitoring the bank statement.
- Follow up the Customer and supplier balance.
- Prepare all tax returns: TVA, CNSS...
- Prepare the financial dashboards.
- Audit and payroll control.
- Payroll processing (management of hours, entry of pay slips, issue of newsletters, accounting of payroll ...)
- Administrative management of the personnel (hiring file, file of exit, contract of work ...)
- Staff management (leave follow-up, monitoring of working hours, training and development ...)

- Social declarations.
- Social Negotiation.
- Prepare and update the HR dashboards and KPI's.

From 01/07/2012 to 30/06/2014

Accounting

« Hassen Oueslati Office » Sousse Tunisia

Accounting office

- Save the financial data in software.
- Follow up the Customer and supplier balance.
- Prepare all tax returns: TVA, CNSS...
- Prepare the salary, bonus...
- Prepare the financial Statement.
- Audit and payroll control.

Languages

Arab: Kindergarten

French : Fluent

English: Good level

Certificates

-First Aid	2020
-English B2	2021
-First Aid	2022
-ISO 9001	2022
-ISO 14001	2022
-ISO 45001	2022
-ISO 27001	2022
-Communication Skills	2023
-Conflict management	2023
-Leadership	2023

Computer Skills

SOFTWARE: SAP, Sage, Ciel, AGIRH, Power Bi, Compta Sig, Paie Sig, GESCOM, OCEAN, TSI, Hotix, DFS, DDE, Pocket Office...

Others Competences

Ability to work in a team, dynamic seriousness, versatility, sense of responsibility

Center of interests

Sports: Footing, Swimming