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Sara Benković

Summary

Qualified human resources specialist with 7+ years of experience working within engineering teams, effectively managing multiple recruitment and retention priorities. Committed to channeling my passion for human resources to ensure department operations run smoothly and deliver maximum value to the organization.

Skills

- Employee retention
- Administrative skills
- Exceptional communication skills
- Onboarding skills
- HR reporting skills
- Microsoft office
- Laws and regulations
- Organization and multitasking
- Emphatic
- Teamwork

Education

Faculty of Economics and Business Rijeka

Executive MBA, Accounting

Josip Juraj Strossmayer University of Osijek

Master's degree, Supplementary
pedagogical and psychological education

Faculty of Tourism and Hospitality Management

Master's degree, International economics

Italian high school „Liceo“ Rijeka

Certificates:

Expert for human resources and labor
relations

Senior payroll specialist

Work history

Head of HR department – 2018 to current

TSI D.O.O. (Part of MeyerWerft GmbH group) Rijeka

- Organization and management of all activities related to approx. 250 employees, subcontractors and students
- Managed the recruiting, interviewing, screening and referral of qualified applicants
- Hiring
- Worked collaboratively with management to promote a climate conducive to attracting and retaining personnel
- Provided optimal support to employees regarding various HR-related topics
- Worked to foster high job satisfaction ratings by resolving issues promptly
- Benefits enrollment
- Employee relations
- Interpret and explain policy, procedures, law, standards and regulations
- Maintained, balanced, and updated payroll documents and records time to ensure error-free reports
- Reviewed and analyzed data and recommended solutions to improve the overall success and productivity of the company.
- Established and interpreted HR core processes including: performance management, staffing, and salary planning.
- Preparing and maintaining all payroll information, including hours, rates, etc.

Work history

Accountant and HR – 2016 to 2018

TSI D.O.O. (Part of MeyerWerft GmbH group) Rijeka

- Resolving and responding to the problems or inquiries made regarding calculations, preparation, payments, and adjustments related to payroll.
- Preparing and maintaining all payroll information, including hours, rates, etc., payroll accounting
- Reviewing payroll reports to verify the correctness of the payroll and preparing it for management approval
- Ensuring that withholdings and deductions associated with net pay are computed properly
- Setting up new employees, benefits, locations, and direct deposit requests in the payroll system within the specified time frame
- Preparing, organizing, reviewing, and submitting forms associated with federal, state and local authorities
- Providing related accounting accruals for month-end closing, detailed analyses and work paper preparation related to the various payroll related activity
- Reconciling and analyzing the general ledger accounts and balances related to payroll as required
- Preparing commission payment calculations for management approval and payment

Accountant– 2015 to 2016

BLC Consulting d.o.o. Rijeka

- Payroll
- Tax compliance
- Profit and loss

Support for Italian clients-2013 to 2016

Adecco d.o.o. for Vodafone Italia

- solving client inquiries in italian