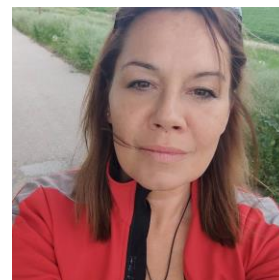


Anita Füredi-Balogh / HR Project Leader

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KEY SKILLS AND COMPETENCIES: Recruitment – Selection,
Monitoring Labor Law processes, HR system knowledge.

PERSONAL SUMMARY

A highly motivated professional who has the ability to manage large-scale, complex projects. Started from the recruitment - selection processes, through integration processes and performance evaluation until On Boarding system and leaving procedures. I have experience in preparing Labour Audit, education projects, labour documentation, modifying work contracts and preparing GDPR statements based on the Hungarian Labor Code. I am always looking for ways to improve processes, and satisfy all the HR related needs horizontally and vertically.

Education

- Sept. of 2018 – nov. of 2021: Pécs University, Faculty of Law, BA, Pécs
 - **Labor Law Consultant**
- Sept. of 2008 – June of 2010: University of Pécs (PTE), Faculty of Adult Education and Human Resources Development, MBA, Pécs
 - **Human Resources Counsellor**
- Sept. of 1997 – June of 2001: Vitéz János Roman Catholic College (VJRKTF / PPKE-VJK), BA, Esztergom
 - **Communication Manager - Cultural Organizer**
- Sept. of 1996 – June of 1997: European Business School, Békéscsaba – **Office Manager**
- Sept. of 1992 – June of 1996: **Graduating** at József Attila Secondary Grammar School, Monor

CAREER HISTORY

Dec. of 2023 – April. of 2024: **HR Project Leader – Get Work Trend Kft.**
/Tatabánya/ <https://getworktrend.hu>

- As an outsourced employee, I manage the entire recruitment and selection process of the partner company
- Close cooperation and contact with the Customer is essential for the accurate mapping of needs.
- Contacting with applicants, employees and division managers
- Weekly recruitment meeting (including white and blue collars)
- Holding the weekly Opened Office HR hours
- Onboarding – weekly HR training for the new employees
- Concerning administrative tasks (SAP), for establishing, terminating employment and amending of employee contract.

June of 2020 – Nov. of 2023: **HR Expert / HR Express Ltd.**
/ Oroszlány/ <https://hrexpresskft.hu/>

- Entire management of labor rental projects
- Monitoring of the employment related affairs of Ukrainian employees: residence permit, the obligatory medical test, entry and exit documents

- Cooperation with the Immigration Office
- Contact with existing partners
- Employment documentation: employment relationship establishment, termination, modification
- Monthly payroll support

March of 2019 – May of 2020: HR Specialist / BYD Smart Device Hu. Ltd.
/Páty, Prologis Park/ <http://byd.com/>

- Establishing and managing the annual HR plan (manpower request, budget, organization structure, travelling, corporate events, company bus)
- Ensuring the obligatory medical examinations
- Entire recruitment processes: white and blue collars
- Building HR processes: On-Boarding, documentation control
- Support payroll on a monthly basis
- Responsible for reporting toward NAV
- Support internal and external audits with data serving and statements
- Support and carry out an employee training plan, including Work and Fire Safety and KIR/MIR Education
- Contacting with the Corporate Lawyer and labor rental companies

Aug. of 2017 – Febr. of 2019: HR Colleague, Assistant / SINBON Hungary Ltd. /
Tatabánya /www.sinbon.com/

- To handle HR administrative tasks (preparing work contracts, job descriptions, preparing connecting tables, etc...)
- Carry out Recruitment activities (mainly physical workers), including advertisement post, candidate selection and interviews.
- Concerning administration: Personal data records of new entry and leaving Employees.
- Support Payroll, including headcount administration, sick leave and holiday tracking.
- HR relevant data collection and submission toward NAV.
- Support internal and external audits with data serving and statements.
- Support and carry out an employee training plan, including Work and Fire Safety and KIR/MIR Education.

2014 jan. – 2017 júl.: HR administrative specialist / part time: 6 hours/

RR Donnelley Hungary Ltd./ 2900 Komárom www.rrdonnelley.com

- Beside the general office administrative tasks I supported HR Division by organizing the annual Family Day, Christmas Evening, etc. and preparing reports like presence absence.
- As other benefits I built fruitful partner ship with Spar, Theaters (in Győr and Tatabánya) and Body Builder Centres in Komárom and Győr as well.
- Support payroll, including headcount administration, sick leave and holiday tracking.
- HR relevant data collection and submission toward central Hr department.

Febr. of 2011 – Febr. of 2014: MANAGING ASSISTANT / GEDIA Hungary Ltd./
Suburban of Tata /fixed-term employment www.gedia.com

- Beside the basic Manager Assistant tasks I organized different events of the company, like group meetings, audits, public programs, like Family day and placement of the foundation-stone of GEDIA building's new wing, with media presence. Also, I organized travelling of the management team.

Febr. of 2009 – Jan. of 2011: **CUSTOMER SERVICE REPRESENTATIVE /**
Helkama Forste Ltd./ 2890 Tata www.helkama.com

- I supported HR division especially with several sorts of administrative and organizing tasks like the registration of entrance and visitor cards.
- Registration, administration and monitoring of the corporation's mobile invoice.
- Monitoring and registration of incoming applications and CV.
- Posting job advertisements in 24 óra (County News) and at Jobmonitor.
- I updated the Entrance System by the new employees.
- Daily contact with the direct and indirect employees.

Dec. of 2006 – Jan. of 2009: **MANAGER ASSISTANT / Piszkei Papír Zrt./**
Lábatlan // www.piszkeipapir.com

- Basically, I supported the Managing Director with several sorts of administrative and organizing tasks.
- Preparing daily report (personnel, production)
- Organizing corporate events (Customer Audit, Christmas Party, etc.)
- Posting advertisements (24 óra, Profession)
- Organizing travellings

/Sept. of 2002 – Aug. of 2006/: **SECOND SALES MANAGER / SHOP ASSISTANT /**
LITEA Könyvesbolt/ Budai vár

- Contacting with different publishers and book markers
- Organizing book trades and exhibitions

SKILLS

Language skills: English – Advanced
Hungarian – Native speech
German – Beginner

Computer knowledge: user level: Microsoft Access, Word, Excel, Power Point, html editing, HR systems, Kulcs Soft, SAP

Other skills: Driving license: B.

Other interests: My favourite outdoor activities are canoeing, riding bicycle. In my leisure time I like reading, going to theatre, and concerts. I like spending valuable time with my daughter called Johanna.