

Livnat Saban

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- HR leader with comprehensive experience from global and local organization
- Experienced in Organization Design, Talent/ Performance assessment, HR Policy, Business partnering, Payroll, Compensation and Benefits, recruitment, Employee Relations & welfare.
- A person with passion to add value for organizational growth through people development.

Work Experience

Benefits and Welfare Coordinator at Large Healthcare Organization

Current Job

In my role as a Benefits and Welfare Coordinator, I am responsible for providing comprehensive support to employees at every stage of their journey within the organization, from the moment of their onboarding until their retirement.

- Employee Details: I manage every aspect of an employee's journey, from onboarding to departure, addressing their individual needs.
- Salary Management: I handle ongoing updates related to compensation, including work injuries, military service, and maternity leave, and manage employee files.
- Employee Service: I provide support and address inquiries about HR matters like salary, benefits, and employee rights.
- Monitoring and Reporting: I oversee compliance and employee well-being, ensuring accurate salary deductions and producing reports.
- Salary Deductions: I perform checks and manage inquiries regarding employee salary payments.

Human Resources Coordinator at ALSTOM

2021-2023

I managed HR in coordination with project managers, providing guidance to managers and employees, implementing HR processes, addressing individual employee issues, and overseeing recruitment and onboarding.

- Employee Lifecycle: I managed the entire employee lifecycle, from recruitment to contract signing, onboarding, and contract termination.
- Attendance Management: I oversaw ongoing attendance records, approved attendance, conducted error checks, generated regulatory reports, and ensured compliance with working hours and breaks.
- HR System Operations: I actively operated and updated the HR system.
- Salary: I maintained continuous communication with the external payroll provider, prepared and collected all necessary data for employee salary processing, reviewed work agreements before salary closure, and provided personal assistance to employees regarding salary-related queries and issues.
- Wellness: I organized and executed wellness events within the company.

Senior HRBP at NESTLE

2021-2021

- Implementation of HR strategy, organizational culture and accompanying change processes
- Leading HR cross-organizational processes such as Performance & Reward, Engagement
- Succession Planning, Talent Assessments and Workforce planning
- Building work plan and budget in each of the areas: training and development and welfare
- Recruitment, onboarding, and termination of employment
- Implement a rewards and incentive program in collaboration with the direct managers
- Provide mentoring and support for managers
- Management partner, subordinate to the factory manager

HRBP at NESTLE

2015-2021

- Employee work cycle- Ongoing treatment of employees from recruitment, onboarding to termination.
- High knowledge of labor law, providing a professional response to employees in wages & rights.
- Payroll- Preparation of wages, calculation of social condition, analyzing employee costs. working with the company's CFO
- Attendance-support employee & managers with the attendance system, regulatory reports according the compliance
- HR budget- Planning and preparation of welfare & payroll annual budgets
- Training- Management of the annual mandatory training
- Welfare- Organization and operation of welfare events according to the annual welfare Gantt.
- Benefits- Responsible for managing benefits for all employees according to the employment contract and company policy.

Leader Payroll Accountant and HR

2007-2015

- Preparation of payroll for 1,000 employees
- Ensure all payrolls are processed in an accurate, compliant, and timely manner
- calculation of social condition
- analyzing employee costs
- Calculating and recording sickness and vacation payments and processing time sheets.
- Processing all tax documentation
- Assisting in the administration of pension scheme

Education

Haifa University

2013 - 2015

Master of Public Administration (MPA), Public Administration

Bar-Ilan University

2009 - 2012

Bachelor's degree, Human Resources and Sociology

Military Service

Mashakit Hadracha, Full service

2005 – 2007

Certificates

Senior Payroll Accountant certificate

Skills

SAP, Advanced Excel , Oracle, Hilan, Workday, Office tools