

Melanie FABE LARRIBE

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(+65) 98244608
27 years old, French

HR GENERALIST

Availability : immediate
Dependant Pass holder



OBJECTIVE

Committed and reliable HR professional with 5 years of experience performing Human Resources duties, I am looking for a new position in HR to leverage my experience while continuing to be challenged within an international setting.

WORK EXPERIENCE

August 2014 -
March 2017

HR GENERALIST

Lagardère Studios, Paris, France (*Media sector, audiovisual production*)

- Recruitment: drafting and posting of job advertisement on job portals, select profiles to present a short list to the manager
- Managing hiring: drawing up employment contracts, controlling trial periods
- Managing contract termination: dismissal timetable, calculating severance pay, drafting correspondence, liaison with ministry of work
- Coordinate international lawyers teams on M&A projects regarding HR matter
- Provide support to staff and line manager on HR related issues
- Reporting: monthly headcount, medical checks with occupational doctor, compensation, professional training, occupational accidents, sickness
- Updating company documents including policies and procedures
- Supporting the HR Director on HR projects, such as defining the annual performance and Career Review process, setting up of an agreement on professional equal opportunities
- Coordinated actions concerning safety and wellbeing at work
- Served as back-up for payroll processing
- Preparation files for union' meetings
- Keeping abreast of legislative changes and jurisprudences

February 2014 -
July 2014

EMPLOYMENT LAW ADVISOR

Lyonnaise des Eaux, La Défense, France (*Water management sector*)

- Answered all labour law questions from HR regional directors
- Managed litigation files in labour law with lawyers
- Researched ground of appeal and drafted legal findings
- Estimated economic issues
- Monthly jurisprudence reporting to HR networks

October 2011 -
January 2014

HR ADVISOR SPECIALISED IN OCCUPATIONAL RISKS

Inventage, Paris, France (*Consulting firm*)

- Advised for occupational risks and best HR procedures
- Conducted training for HR staff advising on administrative procedures concerning occupational accidents at work
- Developed HR tools to record and manage the rate of absenteeism and occupational accidents

SKILLS

Good problem solver, proactive and a fast learner
Excellent interpersonal, listening and communication skills
Accustomed to interacting with all levels of staff
Strong client focus
Able to work both independently and in a team
Meticulous, able to work to deadlines
Strong work ethic, with regard to confidential information

EDUCATION

2010 - 2012	Master's degree in HR and Labour Law (with honours) University of Tours (France) including 2 nd year work placement HR management International Labour Law French Labour Law
2007 - 2010	Bachelor's degree in Law (with honours) University of Toulouse (France) Business Law
2007	Baccalauréat ES (equivalent to A levels in economics and mathematics) Lycée Saint Exupéry, Blagnac (France)

LANGUAGES AND COMPUTER SKILLS

Languages	French : native language English : fluent Spanish : conversational
Computer skills	Proficient with Microsoft Office (Word, Excel, Powerpoint) Working knowledge of HRIS software PeopleSoft. Experience of SAP and Taleo

INTERESTS

Regional competitive basketball player for 15 years
Basketball coach diploma for children
Travel (Hong Kong, UK, Canada, Sweden, Peru, Chile, Bolivia, Cuba)
Scuba diving, cooking

REFERENCES

Personal references available upon request