

# Dorota Blicharska

## HR, PAYROLL & FINANCES

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### IRUN A BUSINESS IN THE FIELD OF HR AND PAYROLL SERVICES

- *experience in payroll and accounting – 20 years*
- *experience in direct cooperation with key people in organizations*
- *knowledge of Polish regulations in the field of social insurance, taxes and labor law*
- *education – Human Resources Management.*
- *excellent knowledge of computer applications: RB Payroll, Optima, Platnik, Excel.*
- *driving license. B''*
- *English – upper-intermediate level*

### **EMPLOYMENT HISTORY:**

- 05.2018 – obecnie**      **Jobhouse Sp. z o. o.**  
*HR Manager*
- 02.2018 – 06.2018**      **Optima Sp. z o. o.** (rozw. um. – zwol. grupowe)  
*HR Manager*
- 05.2015 – 03.2018**      **SHM Gdynia Sp. z o. o. (Hotel Courtyard by Marriott Gdynia Waterfront)**  
*HR & Payroll Coordinator*
- 08.2008 – 05.2015**      **Sopot Zdrój Sp. z o. o. (Sheraton Sopot Hotel)**  
*Payroll specialist*
- 04.2006 – 07.2008**      **J.S. Hamilton Poland Ltd. Sp. z o. o.**  
*HR & Payroll specialist*
- 11.2001 – 04.2006**      **Agencja Ochrony Osób I Mienia GARDA**  
*HR & Payroll specialist*
- 08.1998 – 08.2001**      **Multimedia Polska S.A. (dawniej: Szel-Sat Sp. z o.o.)**  
*Accountant*

### **EDUCATION:**

- 2012 – 2013    **WSB / Gdańsk, Human Resources Management, HR Manager - postgraduate studies**
- 2006 - 2007    **WSAiB / Gdynia, Human Resources Management, HR Specialist - postgraduate studies**
- 1998 – 2003    **Gdynia Maritime University, Management & Marketing - Degree: MA**

### **COURSES AND TRAINING:**

EXCEL, POWER-POINT, CZAS PRACY, PRAWO PRACY, EASY ENGLISH, PŁATNIK, UBEZP. SPOŁECZNE