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Antananarivo Madagascar

## EDUCATION

- HR business partner Training: Recruitment, Job & Career Management
- **Bachelor's in Work Psychology** (in progress) – CNAM
- **Master's Degree in Law** - CNTEMAD
- **Executive Management** Program – INSCAE
- **Master's in Human Resources** - CFRH

## SKILLS

- Recruitment and HR Development
- Project Management
- Change Management
- Budget and Payroll Management
- Conflict Resolution
- Software: SAGE & ODOO

## PERSONAL QUALITIES

- Strategic foresight
- Pedagogical skills
- Team management
- Negotiation skills
- Empathy & active listening
- Analytical and logical thinking

## PROFESSIONAL REFERENCES

- **Mr Mamy RAKOTOBE**  
HR Consultant and expert / G-CAP Talent  
+261 38 07 605 29
- **Mme Hasina ANDRIAMALALA**  
**Chief Operating Officer**  
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# Mirella RAVOLAFIDY

*I am a cooperative and productive individual with a rational and systematic approach to work. I am analytical and practical. I make judgments based on a thorough evaluation of each situation. I work well with others and perform particularly effectively in team settings.*



## WORK EXPERIENCE

### Operations and HR Manager

**OCTET - July 2024 to date** (backup for the CEO)

- Define and lead the group's HR strategy and overall HR policy
- Ensure consistency, reliability, and organization of HR operations
- Ensure compliance, harmonize, and optimize HR processes
- Manage and oversee the HR budget
- Implement and lead employee well-being and strategic HR projects
- Advise, support, and represent Executive Management
- Oversee client relationship management
- Coordinate the full recruitment and HR development process

### Payroll Manager (backup for the HR Director)

**SMARTONE - Sept 2022 - July 2024** - (approximately 1000 employees)

- Develop the HR budget
- Create and deliver HR reports and dashboards
- Contribute to the overall HR strategy and initiatives, including compensation management
- Oversee and ensure accurate payroll and post-payroll processing
- Coordinate updates to compensation systems in line with company strategy and HR policies
- Lead and implement social and HR-related projects
- Ensure regulatory compliance (finance law, tax, social security code,...)

### Payroll Manager

**LUCEO GROUP - Sept 2021 - Sept 2022** - (approximately 900 employees)

- Ensure accurate payroll and post-payroll processing
- Communicate with employees, respond to inquiries, and advise managers on labor law and legal procedures
- Represent and maintain relationships with social and regulatory bodies
- Negotiate employee exits and offboarding agreements
- Conduct HR audits and formalize HR processes
- Implement HR projects (e.g. on-site medical facility, enhanced health and banking coverage, ...)

### Payroll Manager

**EDL GROUP - May 2021 - Sept 2021** - (21 companies)

- Collect and import all variable payroll elements
- Generate payroll journals and payslips, and manage their distribution
- Open and close the fiscal year in SAGE
- Submit tax and social security declarations

### HR Officer - August 2017 - May 2021

- Onboard new employees and register them with social security organizations
- Draft disciplinary letters, employment certificates, and work attestations
- Update employee records and personnel files
- Collect payroll variables and distribute payslips
- Manage procurement and inventory of office supplies
- Support recruitment, workforce planning, and FMFP training project