



# Business Analyst ENG & FR

## Baran SINCAR

### PROFESSIONAL SKILLS

- Active participation in the implementation of the SAP HR module in agreement with the Head of HR and in accordance with the Group's guidelines
- Active participation in the budget preparation and quarterly follow-up in agreement with the Head of HR and the Director HR
- Maintain the SAP HR database and provide monthly statistics (HR Dashboard, Controlling HR reports (Hires, Exits, Applications received, time to fill), Control of worked ours in the main and supported stores per employee, Kissflow workflow, etc) to the Group
- Manage and improve the quality of HR database and related workflows analyses
- Define data fields according to Group needs and local regulations
- Monthly reporting on software management to Head of HR and HR Director
- Process improvement for the HR team by updating tool usage and creating new HR tools
- Advanced use of Excel, SAP, and BI tools.
- Accounts payable management and monitoring financial flows.
- Application of IFRS standards and monitoring of payments via ESKER.
- Expense tracking and supplier management in accordance with sales and logistics departments.
- Invoice processing and customer payment monitoring.

### PROFESSIONAL EXPERIENCES

- 2023 - 2025 **SAP HCM Business Analyst & Controlling HR** | *VisilabGroup* in Meyrin GE  
Fix term position from November 2023 to the 30<sup>th</sup> of April 2025
- 2022 - 2023 **AP Accountant** | *Gucci Swiss Timepieces* in Cortaillod NE  
Temporary position from October 2022 to the 31<sup>st</sup> of March 2023 – via LHH Agency
- 2022 - 2022 **AP Accountant** | *BVLGARI* in Neuchâtel NE  
Temporary position from April 2022 to October 2022 – via Micheal Page SA
- 2022 - 2022 **HR Assistant** | *STYYLE Cooperative DEMARCHE* in Yverdon-les-Bains VD  
Temporary position from February 2022 to April 2022 – via ORP
- 2021 - 2021 **AP Accountant - Shared Services** | *SBM Offshore* in Marly FR  
Temporary position from March 2021 to September 2021 – via Kelly Services SA
- 2019 - 2020 **Private Clients Back-office Collaborator** | *PostFinance* in Bulle FR  
Temporary position from December 2019 to September 2020 – via Kelly Services SA
- 2016 - 2019 **Commercial Employee Apprentice** | *Terre des hommes* in Lausanne VD  
Human Resources | Accounting | Direction Assistance - A year each department

### FORMATION

- 2022 - 2022 **Personnel Management HR Assistant Certification** | CEFCO in Neuchâtel NE
- 2016 - 2019 **CFC of Commercial Employee** | CPNV in Payerne VD
- 2016 - 2016 **Language Stay – German** | University of Saarbrücken in Germany
- 2015 - 2016 **Different internships** | Bio+ | APO in Renens VD
- 2014 - 2015 **ECG – Economy & Law** | Intercantonal Gymnasium of the Broye in Payerne VD
- 2013 - 2014 **Gymnasium Maturity** | Intercantonal Gymnasium of the Broye in Payerne VD

### REFERENCES

- On Demand** Country HR Director | VisilabGroup SA | LinkedIn
- On Demand** Country Finance Director | VisilabGroup SA | +41
- On Demand** Account Payable Manager | GUCCI Swiss Timepieces | +41

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Driver licenses &   
 Born on 05/05/1995  
 Single  
 Kurdish Origin  
 Turkish Nationality  
 Permit B

Kurdish Native language  
 Turkish Native language  
 French C2  
 English C1  
 German B1  
 Italian A2

MS OFFICE IBM NOTES  
 SAP KELIO  
 ESKER MOBATIME  
 WINBIZ BEXIO  
 CRÉSUS CHALLENGER  
 ABACUS HR & ACCOUNTING

Music Cinema  
 Tennis Photography  
 Design Architecture