

Curriculum Vitae

Sainto NDIGUINAN BODALTA

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Human Resources

Professional Experience

International SOS, N'Djamena, Chad

Human Resources Manager

July 18, 2013 – July 24, 2024

- Compose and manage a range of correspondences and service memos.
- Oversee annual leave, absences, and special leaves, ensuring accurate records and timely approvals.
- Prepare orders and mission expenses for personnel, ensuring adherence to budgetary constraints.
- Coordinate and facilitate internal and external training programs.
- Conduct end-of-year evaluations and maintain the monthly organizational chart.
- Draft and manage departmental reports and monitor employee attendance.
- Develop and manage budgets for staff training and process payroll including overtime, deductions, and garnishments.
- Ensure timely handling of social security contributions (CNPS/CNRT) and taxes.
- Manage relationships with CNPS and the Treasury Department, oversee loans and advances, and generate end-of-month and quarterly reports.
- Prepare daily accounting reports for the Accounting Department and ensure compliance with medical and social security regulations.
- Organize annual medical check-ups and manage medical care support documents, including clinic and hospital bill payments.
- Handle pharmaceutical reimbursements and prepare consumption reports for medical expenses.
- Coordinate social, sports, and cultural activities, and ensure compliance with HR policies and procedures.
- Collaborate with the Branch Manager and Medical Director in recruitment processes, onboarding, and integration of new recruits.
- Draft employment contracts and manage personnel administrative records.
- Prepare reports for management decision-making and provide regular HR updates to the Group HRD in Mauritius.

- Facilitate internal communication and handle payroll operations for national and expatriate personnel.
- Develop annual training plans, prepare performance dashboards, and manage external relations regarding HR issues.
- Oversee work equipment management and handle work permits, residence cards, and long-stay visas for expatriates.

Key Achievements:

- Successfully restructured and merged three entities into a single streamlined operation (2022-2023).
 - Implemented comprehensive HR policies and procedures, established a new organizational chart, and developed job descriptions.
 - Initiated and established the company's collective agreement project and created welcome booklets for new recruits.
 - Set up performance evaluation processes and organized staff representative elections (2018, 2020, 2022).
 - Conducted training programs in English, computer literacy, first aid, defensive driving, and fire safety.
 - Led awareness campaigns and fundraisers supporting various social causes.
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Sure Infrastructure, N'Djamena, Chad

Human Resources Director

July 1, 2011 – July 15, 2013

- Managed employee payroll and updated records of outsourced employees.
 - Drafted employment contracts and administrative letters, and managed the petty cash fund.
 - Registered employees with the National Social Security Fund (CNPS) and processed social security contributions and government taxes.
 - Represented the employer during labor inspections and ensured proper filing of personnel records.
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Areas of Expertise

- Human Resources Management
 - Business and Administration Management
 - Dialogue and Social Auditing
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Education

- **Master II in Human Resources Management** – Expected January 2024
- **Master I in Human Resources Management** – In progress (2021 - 2022)

- **Certificate in Human Resources Management** – Berlin School of Management, Germany (2020 - Present)
 - **Professional License in Network Computing** – University in Jos, Nigeria (2007 - 2009)
 - **Baccalaureate, A4 Series** – Ahmed Mangué High School, Sarh, Chad (1997 - 2004)
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Computer Skills

- Proficient in Word, Excel, PowerPoint, Outlook, Egic-paie, Sage RH, Wolke Payroll, Internet, Zoom, Microsoft Teams.
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Language Skills

- **French:** Fluent
 - **English:** Fluent
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Interests

- Basketball, Football, Reading
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References

- **Mr. Nguetobaye Maxime**
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 - **Mr. Tom Castet**
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