

DIVINE KAZADI

HR Officer / HR Coordinator V.I.E / 4 Years of driving Talent Acquisition and HR Operations

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Linkedin.com

Neuilly-sur-Marne, France

SKILLS

HR & Talent Management

- Talent Acquisition and Internal Mobility
- HR Operations and Compliance
- HRIS and ATS Management
- Training needs analysis
- Job Mapping, HR Analytics and Employee Engagement Initiatives

Interpersonal & Professional

- Communication and Stakeholder Partnership
- Problem-Solving and Adaptability
- Organization and Time Management
- Team Collaboration and Proactivity

Technical & Language

- MS Office Suite, Power BI, Canva, HR Access
- Jobboards, SmartRecruiter, LinkedIn Recruiter, Talent Plug, iCIMS, PIXID
- French (native), English B2 (advanced level)

EXPERIENCE

HR Operations Officer – Séché Assainissement (subsidiary of Séché Environnement – specialized in Industrial water sanitation and treatment services)

Neuilly-sur-Marne, France

Apr 2025 – Present – Scope: 9 sites, +300 employees

- Led end-to-end onboarding and recruitment for scarce technical and managerial profiles using iCIMS.
- Coordinated and attended on-site hiring events, job fairs and jobdatings; traveled frequently in France to support local sites.
- Managed temporary staffing across 9 sites via PIXID; liaised with agencies to ensure timely placements and smooth integration.
- Redesigned 60+ job descriptions (job mapping) to ensure compliance and support future salary grid implementation.
- Supported internal mobility initiatives across the group's subsidiaries, identifying candidates for open roles.
- Provided day-to-day HR advisory to managers and handled basic disciplinary procedures.
- Collaborated with corporate HR experts to ensure alignment of local HR practices with group policies.

HR Officer – Otessa (subsidiary of CRIT Group – specialized in Airport reception services)

Villepinte, France

Jul 2024 – Apr 2025 (Fixed-term contract – 10 months)

- Managed high-volume recruitment for the Olympic Games (20+ hires/week).
- Created KPI dashboards, improving reporting accuracy.
- Reduced absenteeism rate to 30% through targeted monitoring.
- Drafted 100+ disciplinary letters and ensured legal compliance.
- Organized group interviews (5–25 candidates) to accelerate hiring.
- Onboarded 400+ employees into HRIS with 100% data accuracy.

HR Development Officer – ENGIE Home Services (subsidiary of ENGIE Group)

Paris, France

Nov 2022 – Dec 2023 (Apprenticeship – 1 Year)

- Redesigned 150+ job descriptions and doubled ambassador network in 6 months.
- Presented engagement survey results to guide HR strategy.
- Led DE&I initiatives and developed onboarding tools for employees with disabilities.
- Promoted employer brand through events and partnerships with training centers.
- Participated in a SWOT self-assessment initiative to identify strengths, development areas, and training needs.
- Enhanced internal mobility by mapping career paths and skill requirements.
- Supported HRIS migration by creating advanced Excel tracking tools.

Recruitment Officer – Adecco (Global leader of recruitment, staffing and HR services)

Pantin, France

Sept 2020 – Nov 2022 (Apprenticeship – 2 years)

- Recruited 200+ profiles (HR, finance, logistics, IT) for industrial clients.
- Built and maintained a 100+ candidate pool, achieving a 35% LinkedIn response rate.
- Represented the company at 8 job fairs, attracting 50+ new candidates.
- Advised managers on staffing strategies to meet hiring objectives.
- Coordinated hiring during peak activity, managing up to 20 roles simultaneously.
- Improved time-to-hire by streamlining candidate screening and interviews.

EDUCATION

MBA Human Resources Manager

ESG (Top 30 French Business Schools)
2024

Master's Degree in Human Resources

CFA Adecco
2023