

Anthony Brown

HR Assistant Resume

AREAS OF EXPERTISE

HR processes & systems

Contract document generation

Accepting resignations

Business Administration

Note taking

Recruitment methodologies

Employment legislation

Answering queries

PROFESSIONAL

First Aid Qualified

French speaker

German speaker

PERSONAL SKILLS

Decision making

Attention to detail

Excellent communicator

Tactful & articulate

PERSONAL DETAILS

*Anthony Brown
Dayjob Ltd
The Big Peg
Birmingham
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PERSONAL SUMMARY

A competent and organised individual who is able to work as part of a team and manage several priorities at any one time. Anthony has a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. He possesses superb communications skills, and always treats people with respect and according to their individual needs. As a dedicated professional he fully understands the importance of the HR department to any organisation, and therefore aims to make any office he works in as effective and efficient as possible. He has extensive experience of working in commercially focussed organisations, and fully understands the pressures of achieving targets and accurately assessing job applicants according to their ability. Right now he would like to work for a friendly and exciting company that is looking for a HR Assistant who can reflect their values of excellence & quality.

CAREER HISTORY

Company Office - Birmingham

HR ASSISTANT Jul 2011- Present

Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the HR Managers and Officers. Also involved in the day to day-to-day running of the HR office.

Duties:

- Ensuring the department complies with all recruitment Policies, Laws, & Regulations.
- Writing up professional job adverts.
- Putting together new employee starter packs.
- Setting up, monitoring and then tracking employee probationary periods.
- Carrying out background and reference checks on prospective employees.
- Acting as the first point of contact for anyone enquiring about a vacancy.
- Keeping track of any employee anniversaries and awards they are due.
- Maintenance of the HR records and systems.

Insurance Company - Coventry

HR ASSISTANT Feb 09 - Jul 11

KEY SKILLS AND COMPETENCIES

Human Resources and Administration

- Resolving typical and common hiring problems.
- Negotiating with candidates, employers and related third parties.
- Developing procedures, policies & standards for recruitment.
- Writing up contracts, including terms and conditions.
- Tactfully resolving disputes between different parties.
- Handling all confidential information in a professional manner.
- Knowledge of specialist HR software and automated systems.
- Having in depth conversations with people over the phone & face to face.

ACADEMIC QUALIFICATIONS

Birmingham North University 2005 - 2008

Human Resource Management BA (Hons)

Birmingham South College 2003 - 2005

A Levels: Maths (B) English (A) Physics (C) Geography (A)

REFERENCES – Available on request.



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