

AMERIK SINGH

HR ASSISTANT

Career summary

An articulate and highly presentable professional who is more than able to deliver a focussed HR administrative support service to work colleagues & job applicants alike. Amerik possesses extensive experience of having worked in a HR environment and on specialist HR software. He has thorough knowledge of Equality and Diversity issues, and will always do his utmost to promote positive values throughout the recruitment process. Right now he is looking for a suitable position with a company that is looking to employ hardworking and talented individuals.

Work experience

Government Office

HR ASSISTANT June 2008 – Present

Apart from general HR administration, also responsible for a range of tasks such as carrying out pre-employment checks, processing applications, and maintaining employee relations.

- Setting up and maintaining personnel files.
- Arranging security passes & work desks etc for new staff.
- Giving guidance & support to managers on HR issues.
- Replying to any correspondence and emails.
- Arranging training for new and established employees.
- Accurately updating the HR employee database.
- Ordering stationary and supplies for the HR department.
- Liaising with the payroll department on issues.
- Administering the sickness absence process for the company.
- Answering telephone calls and dealing with enquiries.
- Arranging induction for new employees.
- Chasing up any unfilled employee paperwork & forms.
- Monitoring the sickness and holiday leave of staff.

Insurance Company

OFFICE JUNIOR July 2006 – May 2008

Academic qualifications

Nuneaton University 2003 – 2006

BA Business Administration

Nuneaton College 2001 – 2003

A levels Maths (A)
English (B)
Geography (A)
Physics (D)
Accounting (B)

Key skills

AREAS OF EXPERTISE

- HR Administration
- Payroll legislation
- Diary management
- Planning ahead
- Organisational skills
- Exit interviews
- E-Recruitment
- Problem solving

HR ADMINISTRATIVE SKILLS

- Promotes equality, inclusion and anti-discriminatory practice.
- Knowledge of cross-business processes.
- Developing staff training material.
- Knowledge of the entire employee lifecycle.
- Arranging leave documentation for departing members of staff.
- Superb Excel and Microsoft Office skills.
- Maintaining employee information.
- Very careful when handling private and confidential employee information.
- Upholding outstanding levels of administrative and operational standards.
- Carrying out research into job roles and then writing up conclusions.
- Using a high degree of tact and discretion when dealing face to face with employees.
- Liaising & negotiating with recruitment agencies.
- Able to work quickly & competently on tasks.

PERSONAL SKILLS

- Being positive in challenging and complex situations.
- Career-minded and professional at all times.
- Ability to build relationships.
- Excellent verbal & written communication skills.
- Ability to multi task in an ever-changing environment.
- Setting HR Key Performance Indicators.
- Challenging inappropriate behavior & practices.
- Strong sense of responsibility and desire to get things done properly.
- Can work to tight deadlines.

REFERENCES

Available on request.

CONTACT DETAILS

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