



PERSONAL STATEMENT

An analytically minded HR professional who is available to start work immediately or at short notice. Cliff has an aptitude for administrative/clerical work, and boasts a long track record of delivering effective results, and meeting tight deadlines. He can not only work successfully in a demanding environment, but also meet the changing demands of any job. He has a natural interest in the way people work, and himself possesses a superb work performance and attendance record. He is a self directed individual who has a vast array of valuable transferable skills that will be immediately beneficial to any employer. Right now he is looking for a suitable position with an exciting company that has a busy and demanding HR department.

AREAS OF EXPERTISE

HR SKILLS

- Prioritising workloads to meet changing and conflicting demands.
- Keeping up with high volumes of work.
- Identifying ways to improve HR processes and procedures.
- Auditing personnel records to ensure completeness and accuracy of information.
- Writing up the terms and conditions of employment.
- Promoting a health & safety culture within a company.
- Taking minutes at meetings of Senior Human Resource Managers.
- Ensuring that all confidential information is kept safe and secure.
- Preparing disciplinary and grievance material.
- Advising members of staff on their leave entitlements.

PERSONAL

- Having an enthusiastic approach to completing tasks.
- Treating all enquiries from employees in a polite, friendly and welcoming manner.
- Able to work in settings where a high degree of discretion is required.
- Ability to maintain composure and remain calm under pressure.
- Ability to work positively with others.
- Willingness to learn new skills.
- Logical, passionate and determined when approaching problems.

CAREER HISTORY

Recruitment Company - Coventry

HR ASSISTANT April 2009 – Present

Responsible for assisting the HR Officer with any given Human Resources matters, and for providing an effective and comprehensive support service to employees of the company.

Duties

- In charge of drafting contractual letters, organising office events and dealing with staff requests for annual leave.
- Deciding on a recruitment campaign start and closing dates.
- Contacting job applicants and inviting them to interviews.
- Managing job application forms and letters.
- Carrying out reviews of employee performance.
- Making changes to employee records.
- Producing references for ex-employees who have requested them.
- Ensuring the integrity the HR database.
- Completing the paperwork when a employee goes on Maternity and Paternity leave.
- Processing any direct and also speculative job applications.
- Conducting background checks on prospective new employees.

Council Department - Coventry

OFFICE JUNIOR June 2008 – April 2009

ACADEMIC QUALIFICATIONS

Birmingham North College	2005 - 2008	Business Administration
Birmingham South School	2003 - 2005	A Levels: Maths (B) English (A) Physic (C) Geography (A)

REFERENCES – Available on request



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