

Maxine Curry

Human Resources Assistant

AREAS OF EXPERTISE

Updating employee records

HR processes

Maternity leave

HR Administration

Recruitment

Absence monitoring

PROFESSIONAL

French (fluent)

German (intermediate)

PERSONAL SKILLS

Building relationships

High energy levels

Proactive

Organised

CONTACT

Maxine Curry
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
M: 0121 638 0026
E: info@dayjob.com

Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A graduate calibre Human Resources Assistant who has extensive knowledge of recruitment selection and administration processes. Maxine is a confident individual who is good at building effective relationships at all levels of an organisation. She will have no trouble handling a variety of personnel related issues. In her current role she supports the HR service delivery to over 800 employees by carrying out a range of administrative HR tasks. Right now she is looking for a suitable role with a company that wants to recruit talented and proven people like her.

WORK EXPERIENCE

Company name – Location

HUMAN RESOURCES ASSISTANT Jun 2013 – Present

Responsible for assisting in all stages of the recruitment cycle, from responding to enquiries, arranging interviews, completing job offer paperwork and supporting successful staff induction.

Duties:

- Assisting with the day to day operations of the HR Admin department.
- Being the first point of contact for all general HR enquiries, administration and correspondence.
- Ensuring all paperwork received is scanned and stored both electronically and on the employee's paper file.
- Providing clerical and administrative support to Human Resources executives.
- Managing sickness records and the overall sickness administration of the company.
- Prioritising and managing own workload without supervision.
- Handling staff enquiries on a daily basis.
- Talking to both existing and potential employees on a daily basis.
- Writing individual non-standard letters and emails to employees.
- Ensuring that all company HR processes and procedures are properly followed.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Extensive previous administrative experience of working in a HR department.
- Excellent organisational and administrative skills.
- A positive and enthusiastic attitude with the ability to self-motivate.
- Proficient in using Microsoft Office applications.
- Can co-ordinate a wide range of activities at any one time.

ACADEMIC QUALIFICATIONS

Nuneaton University 2008 - 2011
BSc (Hons) Sales Management

Coventry Central College 2005 - 2008
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



Copyright information - Please read

© This template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com