**HR Employee Profile**

horizontal line

**Employee Name:** [First Name] [Last Name]

**Employee ID:** [Unique Employee Identifier]

**Department:** [Department Name]

**Position Title:** [Job Title]

**Date of Birth:** [DD/MM/YYYY]

**Contact Information:**

* **Phone:** [Contact Number]
* **Email:** [Email Address]
* **Address:** [Home Address]

**Date of Hire:** [DD/MM/YYYY]

**Employment Type:** [Full-Time/Part-Time/Contract]

**Manager/Supervisor:** [Manager's Name]

**Education and Qualifications:**

* [Degree] in [Field of Study] from [Institution Name], [Year]
* [Certifications or Additional Qualifications relevant to the position]

**Previous Employment:**

* **[Previous Company Name]**
  + Position: [Previous Job Title]
  + Duration: [Start Date – End Date]

**Skills Summary:**

* [Skill or Technology]
* [Skill or Technology]
* [Skill or Technology]
* (List other relevant skills)

**Languages Spoken:** [Language 1, Language 2, ...]

**Emergency Contact:**

* **Name:** [Contact's Name]
* **Relationship:** [Relationship to Employee]
* **Phone:** [Contact Number]