

Anthony Brown

HR Assistant

AREAS OF EXPERTISE

HR processes & systems

Contract document generation

Accepting resignations

Business Administration

Note taking

Recruitment methodologies

Employment legislation

Answering queries

Document management

Equal opportunities

Absence management

Calendar management

Pre-screening

Short-listing candidates

CAREER STATEMENT

"I feel that my greatest strengths are firstly my strong commitment to providing a professional service to fellow colleagues. Secondly my skill at developing and maintaining a close working relationships with people from all social backgrounds, which in turn helps me to gain a in-depth understanding of their individual needs. Thirdly my real passion for the HR field as a whole, an obsession which allows me to spot trends and develop best practise processes."

Anthony Brown

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.

- Ensuring the department complies with all recruitment Policies, Laws, and 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.
- Maintenance of the HR records and systems.
- Keeping track of any employee anniversaries and awards they are due.
- Developing reports for senior HR Officers on staff sick leave, absences and holiday leave.
- Screening phone calls, emails, letters and personal visits.
- Providing professional advisory support to company employees.
- Interpreting and clarifying the companies HR policies & practices.

Insurance Company - Coventry

HR ASSISTANT Feb 09 - Jul 11

Was responsible for providing a first class proactive administrative HR support service to colleagues in the Human Resource department. Also involved in providing assistance in the recruitment and hiring process.

- Arranged pre-employment medical examinations.
- Processed payroll information in a accurate and timely manner.
- Updated and maintained staff bulletin boards & newsletter.
- Filed electronic and hard copy documents.
- Monitored the HR departments general expenditure.
- Handled all employee for time off requests and grievances.
- Sent out relevant contractual information.
- Followed up on all outstanding issues.
- Escalated operational issues to senior management.
- Analyzed complex data and documentation.
- Prepared high quality paperwork and documentation.
- Made travel arrangements & organised accommodation for senior managers.

PERSONAL SKILLS

Competitive

Deadline led

Energetic

Time management

Decision making

Attention to detail

Excellent communicator

Tactful & articulate

Problem solving

Quick thinking

Team player

Conflict resolution

Professional mannerisms

Integrity

PROFESSIONAL

Advanced First Aid

French Speaker

German Speaker

Local School – West Midlands

OFFICE JUNIOR

Aug 2008 – Feb 2009

Government Office – West Bromwich

OFFICE ASSISTANT

Jun 2007 – Aug 2008

Clothes Store - Dudley

SALES ASSISTANT

Oct 2006 – May 2007

Local Charity - Birmingham

VOLUNTEER

Jul 2006 – Oct 2006

KEY COMPETENCIES AND SKILLS

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.

Professional

- Working in fast paced, high transaction volume environment.
- Ability to organise & prioritise workload within any setting.
- Knowledge of monitoring progress in a employees career.
- Completing all tasks in a timely, organised and professional manner.
- Ability to communicate effectively in English, both orally and in writing.
- Maintaining all HR paperwork to ensure compliance with relevant legislation.
- Able to work on multiple projects simultaneously.

Personal

- Able to work closely with other professionals as part of a team.
- Strong influencing and communication skills.
- Ability to pick up new skills and knowledge quickly.
- Can function in a fast-paced environment.
- Comfortable with being the ‘go to’ person in a company.
- Thinking laterally to create options and solutions.
- Positive ‘can do’ attitude towards work.

ACADEMIC QUALIFICATIONS

University of Birmingham,

BA (Hons) Business Administration

2003 - 2006

Central College Birmingham

Diploma in Business Studies

2002 - 2003

North Birmingham School

A levels:

Geography (A)

Maths (A)

English Literature and Communication (B).

History of the Modern World (B)

Physics and Science Combined (A)

1998 - 2002

PERSONAL DETAILS

Anthony Brown

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REFERENCES – Available on request.



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