

Anthony Brown

HR Assistant

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.
- 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.