



MARK ROBINSON

HR EXECUTIVE

ABOUT ME

An outgoing, ambitious, and confident individual, whose passion for the HR sector is equally matched by her experience in it. For the last three years Mark has been working for Adams Recruitment as a HR Executive, with her main role being to provide HR support and guidance services to all company staff. She will do everything possible to ensure that your business succeeds.

CONTACT ME

 Dayjob.com, Grosvenor House Birmingham B2

 0123 436 7890

 info@dayjob.com

 Facebook.com/name

 LinkedIn/name

REFERENCES

Referee name
JOB TITLE
T: 0121 638 0026
E: info@dayjob.com

Referee name
JOB TITLE
CT: 0121 638 0026
E: info@dayjob.com

CAREER

HR EXECUTIVE– Company name 2014 - Present
Responsible for providing overall HR support so that the company maximises its employee productivity and well-being. Providing clerical as well as administrative support to both junior & senior staff members of the Human Resources department.

HR EXECUTIVE– Company name 2013 - 2014
Collecting, sorting and distributing any incoming job applications. Maintaining employee personnel files. Monitoring the work of recruitment agencies. Writing up job descriptions. Coordinating activities between HR teams. Dealing with staff disciplinary, grievance and absence issues.

HR EXECUTIVE– Company name 2012 - 2013
Developing employment related records. Coordinating holiday and sick pay. Making decisions in the absence of senior HR executives.

HR EXECUTIVE– Company name 2011 - 2012
Dealing with employee complaints and grievances. Not only directing but also implementing company-wide training programs.

SKILLS

Payroll processing



HR Administration



Employee safety



Data entry



Absence management



FHR Processes



EDUCATION

2013 - 2014	Course details	Uni. name
2012 - 2013	Course details	College name
2011 - 2012	Course details	School name