

Sarah Bond

HR assistant resume

KNOWLEDGE OF

HR processes
Employee relations
Selection & appointment
Contract extensions

HR administration
Maternity leave
Equal opportunities
Creating legal documentation
People management

CAREER OBJECTIVE

An organised, bright and confident college leaver who is able to work closely with various stakeholders to ensure a timely and efficient recruitment process in any HR department. Sarah has superb communication skills and can quickly establish working relationships with a range of stakeholders at all levels. She has good administration and IT skills, and extensive knowledge of database systems. Right now she is looking for an entry level position in a Human Resources department, from which she can launch her career.

ACADEMIC QUALIFICATIONS

<i>Coventry North College</i>	<i>2011 - 2012</i>
Diploma in Human Resources Administration	Pass
<i>Birmingham South High School</i>	<i>2008 - 2011</i>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

HR SKILLS ACQUIRED WHILST STUDYING

- UK HR Policies and Procedures.
- Providing transactional HR support across all processes.
- Maintaining employee records.
- Setting up disciplinary and grievance meetings.
- Ensuring an applicant's compliance and eligibility to work in the UK.
- All employment documentation.
- Organising and rolling out staff training initiatives.
- Destroying documents which are no longer needed.
- Processing payroll information.
- Working closely with agencies regarding temporary workers.
- Updating HR Advisors with employee relation's issues.
- Probation and performance management.

KEY ATTRIBUTES

- Comfortable being the first point of contact for all HR related enquiries.
- Able to work in a busy and varied role that requires good attention to detail.
- Accurate, timely, confidential and efficient record-keeping.
- Keeping abreast of changes in HR policies and procedures.

SELECTED ACHIEVEMENTS

Personal Development Certificate in Workplace Safety
Set up and run an award winning blog that focuses on employment issues
Advanced First Aid Certificate

HOBBIES & INTERESTS

As a keen volleyball player, Sarah has progressed to the stage where she is now the team captain of a local volleyball club. As a expert on the subject, her views are widely sought by both people new to volleyball and also experienced professionals.

REFERENCES - Available on request.

PERSONAL DETAILS

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