

Resume for HR Assistant

TX

3 Avenue,

Sale, Main- 04

Contact-8897****

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Career Summary:

Administrative support offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Skill sets:

- Problem solver
- Multi tasker
- Knowledge in HR activities
- Time management skills

Employer:

-2 years experience as HR admin and assistant

Key Responsibilities Handled:

- Answering a multi line telephone system.
- Updating various Excel spreadsheets for employee benefits and various company related spreadsheets.
- Process new employees through the company orientation program which includes company rules, regulation, culture, etc
- Helping employees with insurance claims.
- Producing a monthly company newsletter.
- Assisting safety manager in the wellness program, safety incentive program and workers compensation claims.