

# 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 practice 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.