



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



Devjob.com, Grosvenor House Birmingham B2



0121 436 7890



info@devjob.com



Facebook.com/name



LinkedIn/name

REFERENCES

Referee name

JOB TITLE

T: 0121 638 0026

E: info@devjob.com

Referee name

JOB TITLE

CT: 0121 638 0026

E: info@devjob.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