

**Name Surname**  
**Address**  
**Mobile No/Email**

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**PERSONAL PROFILE**

I am an organized person who loves to solve problems and find answers to problems where other people feel there are none. I am a people person with excellent communication skills and have good supervisory experience.

I like to talk and listen to people and try to help their issues and resolve these as best as I can. I am very accurate and pay great attention to detail in my work. I like to ensure that I do the list of work that I have each day and keep as up to date as possible.

I have excellent time management skills and I am dedicated to my role and would like to progress further and do my CIPD qualification to enable me to be the best I possibly can be in the field of HR.

**EMPLOYMENT HISTORY****Date to Date or To Date – HR Generalist – Where?**

In my role of HR Generalist, I provide advice to Line Managers on personnel issues and deal with anything personnel related on a day to day basis. My responsibilities include:

- Interviewing candidates on recruitment drives
- Inductions and organizing the induction program
- Taking minutes during disciplinary and appeal hearings and talking managers through processes and procedures
- Tribunal case preparation
- Offer Letters and any other administration related to staff
- Help payroll with holiday, sickness payments etc
- Provide general advice and training to managers
- Working out maternity leave and pay and paternity leave and pay
- Writing and issuing staff contracts and employee handbooks and keeping documentation up to date as legislation changes

**QUALIFICATIONS**

University, College, School – For all include titles/subjects and qualifications.

**SKILLS AND ABILITIES**

Computer skills – MS Office, Excel??? Any in house records packages for employee details? CIPD qualification? Or working towards or just want to begin?

**HOBBIES & INTERESTS**

What do you like to do outside of work?

**REFERENCES**

Available on request.