

Shadab Safaee

Associate Member of CIPD

Winchester SO23

shadabsafaee@gmail.com

+44 7787 853416

I am a well organised individual with expertise in HR processes, data entry and administration. I am a very motivated and passionate individual with three years' experience working as an administrator. In addition to my IT skills, I am proficient in process improvement, an excellent communicator and am comfortable working in a team or independently. I think my experience of working as training administrator and my HR qualification makes me a great match for payroll administrator role. I take pride in my accuracy and speed in transcribing and transferring data into relevant data repositories.

Work Experience

Test Centre Administrator (part-time)

Pearson - Guildford

July 2020 to November 2021

- Comply with all testing procedures and strictly adhere to company policies using careful judgment
- Check in testing candidates, verify identification, and explain the exam process
- Proctor / invigilate candidates while testing
- Troubleshoot with internal departments to fix technical issues

Training Administrator

Scouts - Winchester

October 2020 to September 2021

- Creating spreadsheets with large numbers of figures
- Verify data by comparing it to source documents
- Update existing data based on member's training
- Retrieve data from the database or electronic files as requested
- Complying training requirements by monitoring and updating training records

Volunteer

Oxfam - Guildford

September 2019 to September 2020

I was volunteer in the back office of the Oxfam bookshop in Guildford where I helped in the sortation and pricing of books donated by the general public.

Practice Administrator (part-time)

Woodbridge Hill Dental Practice - Guildford

April 2017 to September 2020

- Organise all Practice administration duties including arranging interviews, managing induction forms, staff rota and salaries.
- Write and post job advertisements on various recruitment platforms and agencies including Indeed, totaljobs, colleges and dental academies.

- Review and assess CVs (identify job roles and arranging interview appointments)
- Schedule employee (16 employees) working hours to deliver an efficient monthly work rota
- Verify references of new employees

Education

M.A (with Merit) - Human Resource Management (accredited by CIPD, Level 7) in Human Resource Management

University of Westminster - London

2016 to 2018

Skills

- • Excellent knowledge of Microsoft Excel, Outlook, Word and PowerPoint and the use of 'in house' computer systems
- • Good knowledge of data base entry such as entering and updating employee records in SharePoint and Microsoft Access, Accuracy and good attention to detail and keeping confidentiality of information gained from the time I worked as a system specialist being dedicated to HR procedures.
- • Strong team player developed through working with colleagues on projects such as Quality Assurance Inspections which was being done internally through different departments
- • Excellent communication skills both written and verbal developed while working as an HR administrator in a dental clinic.
- • Fluent in Persian, both verbal and written
- Data Entry
- Microsoft Office
- Excel
- access
- training
- Word

Languages

- Farsi - Fluent
- English - Fluent

Additional Information

INTERESTS

I enjoy volleyball (as a young, professional volleyball player, I won three gold medals in high school and college competitions), am passionate about drawing and acrylic painting on canvas, listening to music, watching movies and socialising with friends.