# FULL NAME

**City, UK**

+44 7xxx xxxxxx

**email | linkedin.com/in/yourname**

## PROFESSIONAL SUMMARY

Use this section to show a recruiter who you are in under 10 seconds. In 3–5 short lines, state your years of experience and field, highlight one or two measurable achievements, list the key tools or systems you've worked with, and finish with the roles you're targeting and your UK right-to-work status. Keep it clear, factual, and focused on the value you bring. Example below:

Payroll Administrator with **3+ years'** experience across the UK and India, delivering end-to-end payroll for multi-site organizations. Currently managing payroll for **1,400–1,600 employees** at Orian Solutions, improving processing speed **by 30%** and cutting query turnaround **by 25%.** Experienced with iTrent, TimeGate, and advanced Excel for reconciliations, reporting and RTI. Targeting **Payroll Advisor or Payroll Analyst roles** in the UK with **full UK work rights.**

## SKILLS & CERTIFICATIONS

- **Technical Skills**: [What you actually do]  Example: Payroll processing, Financial reporting
- **Tools/Systems**: [The software you use] Example: iTrent, SAP, Power BI
- **Professional Skills:** [How you work with people & process'] Example: Client Support, Data Analysis
- **Certifications:** [List certifications] Example: UK Payroll Management (2024), SAP Training (2023)

## PROFESSIONAL EXPERIENCE

**[Company Name]**                                                                                          **[City, Country]**
**[Job Title]**                                                                                                        **[Dates]**
*[Company Summary: What the company does + scale (employees, clients, revenue, geography. Eg below:]*
*Facilities and catering services provider with ~1,200 employees across multiple sites in the UK.*

- [Use 5–6 bullets for your most recent role, 3–5 for previous roles, & 2–3 for older or less relevant roles]
- [State your role in the team (who you reported to, team size, or function you supported)]
- Describe what you handle day-to-day (payroll, reporting, operations, compliance, etc.)
- [Add numbers to show the size and reach of your work (employees, customers, transactions, locations]
- [Link your work to money, risk, or efficiency (pay, revenue, costs, errors, compliance]
- Add at least one measurable improvement (time saved, errors reduced, revenue increased, processes improved)] Example below:
- Reported to the Payroll Manager and supported the payroll function for facilities and catering teams across multiple UK sites.
- Ran end-to-end payroll including **50+** starters, leavers, overtime, pensions, and statutory payments monthly using iTrent and TimeGate.
- Processed weekly and monthly payroll for **1,400–1,600 employees**, including **400+ weekly-paid staff**.
- Reduced manual payroll processing by **30%** by improving workflows and data validation check using excel spreadsheets.
- Cut payroll query turnaround time by **25%** by introducing structured tracking and clearer communication with managers.
- Led payroll onboarding for **160 employees** following an acquisition with **zero pay disruption**.

*[Refer to examples of bullet points framed for Marketing, Data, Tech/IT & Engineering in the next page.]*

**[Company Name]**                                                    **[City, Country]**
**[Marketing Example]**                                                    **[Dates]**

*A digital marketing agency providing SEO, paid media, content services to 100+ SME clients across the UK.*

- Reported to the Marketing Manager and supported digital marketing campaigns across multiple product lines.
- Ran end-to-end campaign execution including email, social media, and website updates using **HubSpot, Meta Ads and Google Analytics.**
- Managed campaigns reaching **50,000+ users** across the UK and Europe.
- **Tracked spend, leads, and conversions**, ensuring campaigns stayed within budget while meeting performance targets.
- Increased website traffic **by 40%** through SEO optimization and content improvements.
- Improved lead conversion rate **by 18%** by analyzing campaign data and refining targeting.

**[Company Name]**                                                    **City, Country**
**[Data/Analytics Example]**                                              **[Dates]**

*A data and analytics firm supporting reporting, forecasting, and decision-making for 20+ clients across finance, retail, and operations.*

- Reported to the Data Lead and supported reporting and analytics for business and operations teams.
- Built dashboards and reports using Excel, Power BI and SQL to track KPIs and performance metrics.
- Analysed data from **100,000+ records** across customers, sales, and operations.
- Ensured data accuracy and compliance by validating datasets and resolving discrepancies.
- Reduced reporting time **by 35%** by automating data extraction and formatting.
- Identified trends that helped improve decision-making and operational efficiency.

**[Company Name]**                                                    **City, Country**
**[Tech/IT Example]**                                                    **[Dates]**

*A UK-based org. providing IT support and cloud-based systems to 200+ employees across multiple offices.*

- **Reported to the IT Manager** and supported users across **5+ departments** and **3 office locations**.
- Handled **40–60 support tickets** per week covering hardware, software, and system issues using **ServiceNow**, Active Directory, and internal ticketing tools.
- **Supported 200+ users** across desktops, laptops, and cloud-based systems.
- Maintained system security, access controls, and data integrity in line with company policies.
- Reduced IT ticket resolution time **by 30%** by improving troubleshooting workflows and documentation.
- Assisted in system upgrades and deployments with minimal downtime.

**[Company Name]**                                                    **City, Country**
**[Engineering Example]**                                                **[Dates]**

*An engineering and manufacturing company delivering £5M+ worth of projects across commercial, industrial, and infrastructure sites.*

- Reported to the Project Engineer and supported design, testing, and delivery of engineering projects.
- Worked on drawings, calculations, & technical documentation using **AutoCAD, SolidWorks.**
- Supported projects worth **£1M+** across manufacturing, construction, or infrastructure sites.
- Ensured compliance with safety, quality, and technical standards across all project phases.
- Reduced rework and errors **by 20%** through improved quality checks and documentation.
- Delivered project milestones on time by coordinating with suppliers and site teams.

**PROJECTS**

**[Project Title | Tools / Methods]**                                    **[Date/Year]**

- [What you built or analyzed] [Use this format: Action → Tool → Result]
- [How you did it & what it achieved, Example Below:]
- Built a **financial model** in Excel to forecast cash flow, improving budget accuracy **by 15%.**
- Analysed **50,000+** rows of customer data in Power BI to identify trends that reduced churn **by 10%.**
- Designed and ran a digital campaign using Meta Ads and Google Analytics that **generated 500+ leads.**

**EDUCATION**

**[University Name,]**                                                    **[City, Country]**

*[Course Name]*                                                          **[Dates]**

- [Modules:]
- [Dissertation:]