

Avin Salihe

07725791832

a.salihe82@gmail.com

Reliable and efficient office manager and HR advisor with 4 years of experience managing office, overseeing office staff, and ensuring optimal office operations. Adept at anticipating needs and allocating office resources. Focused on efficient time management through strong organisational skills. Demonstrated outstanding ability in providing critical support in the development and implementation of strategies to achieve optimal business results. Experienced at effectively balancing organizational and employee needs coupled with exceptional problem-solving, interpersonal, and communication skills. Presently studying Bachelor of Arts (Honours) in Business Management (with internal pathways in HRM) at the University of Derby.

EXPERIENCE

Jun 2023 – Present

HR Advisor, Nottinghamshire County Council.

- Assist with the provision of support and advice to managers in respect of a range of complex employee relations casework.
- attend and contribute to internal HR and cross service working groups, forums and external meetings as required.
- Undertake and provide support for a range of training, casework and associated activities including: (Discipline Procedures, Employee Resolution Procedures (Grievance & Harassment), Attendance Management Procedures, Retirement, Redundancy and Redeployment Procedures)
- Provide direct and bespoke support, advice, and guidance with the preparation of statements of case relevant to the case and attend appropriate hearings and related meetings as required to provide procedural advice in line with best practice.
- Take ownership and responsibility in undertaking absence and other case work including providing advice and guidance to managers, schools and staff, and liaison with the Occupational Health Unit.
- Provide advice on HR policy and procedure, employment law, terms, and conditions of service to managers, school leaders/ governors and employees as the initial point of contact.

Key Experience

- Payroll
- Team Management
- Employee Lifecycle
- HR Policies and Procedures
- Recruitment
- Rewards and Benefits
- Sage People
- Microsoft Office
- IR35
- Project Support

Qualifications

- Business Management (with internal pathways in HRM), University of Derby

December 2021 – December 2022

HR Advisor, Ramm Sanderson Ecology

Assist employees with day-to-day enquiries and any other HR issues.

Developing HR practice and process to ensure consistency.

Organize, maintain, and update all employee information when it's required.

Produce HR statistic reports.

Managed the interviewing, screening, and referral of qualified applications.

Scheduled interviews and follow-ups, as well as onboarding procedures for new hires.

Worked with management to promote a climate conducive to attracting and retaining personnel.

Participating in all HR issue meetings, investigations, and consultations.

Worked with leaders to determine training needs and conduct or coordinate training to meet the professional demands in the industry.

Investigated complex employee relation issues and developed appropriate recommendation.
Develop performance improvement plans and individual performance plans.

June 2019 – September 2020

Operations Manager, Transom Limited

Selected and coordinated all-new fleet additions, existing vehicle transfers, personal mileage reporting, registrations, renewals, insurance coverage, and compliance.

Appraised driver performance and took disciplinary measures when required.

Used reporting and other methods and monitored all activities to ensure compliance with company policies and procedures, including issues related to safety and vehicle management and control. social media management, updating website, writing and create marketing offer.

Documented all financial reports and provide timely reports.

Identified staff vacancies and recruited, interview and selected applicants.

Provided guidance to employees to resolve or escalate payroll inquiries.

Scheduled both corrective and preventative maintenance for vehicles.

Administered Groups fleet including, but is not limited to, mileage records, MOT & Service records, tracking, license checking, DART Charge, Congestion Charges, Road Tax, Fuel cards.

Management of Operator License requirements.

Led Risk workshops, developing risk awareness, analysis of documents and providing detail on the wider organisation's objectives

May 2018 – September 2020

Administration Officer, EMH Homes Limited,

Process invoices, handle maintenance inquiries and document customer complaints as well as ensuring care and support is available for vulnerable customers.

Deal with internal and external stakeholders such as the group's Executive team and on-site contractors.

Attend and provide support at liaison meetings with contractors, consultants and other EMHG teams.

Ensure meeting are documented as a project or contract record.

Provide progress reports to the management.

Occasional presentation of reports to team meetings and other internal groups.

Resolve administrative problems by coordinating preparation of report, analyzing data, and identifying solution.

Recording invoices and raising Purchase order and chasing payment when its required.

Keep all date up to the date on the electronic system and keystone and update the finance on the system (ebis).

Summary of Experience

Organisation	Role	Date
Nottinghamshire County Council	HR Advisor	Jun 2023- Present
Ramm Sanderson Ecology	HR Advisor	December 2021-December 2022
Creative foods	HR Administrator	July and August 2021
Transnom Limited	Operation manager	Jun2019-May 2021
EMH Homes	Administration officer	May2018-Sep2020
Crown Court Nottingham	Court Administrator	Fep2018-April2018
Freelance (public service) (medical service)	Interpreter / Translator (Arabic and Kurdish)	August 2014-present
DLNR CRC Probation	IPW Case Administrator	April 2016 – Feb 2018
Toyota Derby	Corporate Receptionist	June 2015 – Sep2016
Hunters Land Rover	Corporate Receptionist	January 2015 – June 2015
Douglas Court Care Home	Health care assistant	Sep 2010 – April 2014

Employment Gap : Jan 2023 – May 2023 (student Final year at university of derby)