

AMY BAKER

HR ADVISOR

CONTACT DETAILS

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SUMMARY

Passionate and enthusiastic HR Advisor with a CIPD Level 3 qualification. Looking for a full-time, permanent role as a HR advisor or administrator with a Company that holds strong core values and can help build my generalist HR knowledge.

EDUCATION

Bangor University

BSc Zoology with Animal Behaviour
September 2015 – July 2018

QUALIFICATIONS

CIPD Level 3 Certificate in People Practice

Qualified February 2024

Pharmacy Healthcare Assistant

Qualified March 2022

SKILLS

- Strong knowledge of UK employment law.
 - An autonomous decision-maker.
 - Excellent interpersonal skills.
- Ability to prioritise own workload.
 - Strong attention to detail.
- Ability to work to tight deadlines.
- Thrives in a fast-paced environment.

EXPERIENCE

HR Advisor, Allied Pharmacies Ltd

January 2023 - Present

I currently work for a rapidly expanding pharmaceutical Company within their busy HR team. I have gained valuable experience with:

- Providing advice to managers for performance appraisals, reviews and learning & development opportunities.
- Advising Company Directors and managers of best practices relating to disciplinary, grievance, appeal etc.
- Organising consultations & meetings; accurately recording meeting minutes.
- Onboarding new starters, ensuring right to work documents and other paperwork are completed and up to date. Ensuring records are kept confidential.
- Implementing change of terms requests such as pay increases, branch moves etc.
- Responding to queries relating to holidays, payroll, maternity/paternity leave and other HR related matters.
- Advising on the TUPE process from start to finish, from selling to purchasing pharmacy premises, colleague entitlements, creating measures letters, compiling colleague data etc.
- Responding to reference requests, SAR and employment verification.
- Liaising with employment lawyers, course providers and other external Companies.

Healthcare Partner, Rowlands Pharmacy

May 2021 – May 2022

My role here involved:

- Accurately dispensing medicines
- Providing over-the-counter advice
- Assisting customers via phone, email and in person.
- Liaising with GP practices other pharmacies and stock providers.
- Being the first point of contact for customer complaints, resolving these informally where possible and escalating to senior management when needed.

Thank you for taking the time to review my CV. Can I kindly ask that any communication be directed through to my email address. I look forward to hearing from you!