**RITU**

**CAREER ASPIRATION**

An enthusiastic and self-motivated professional who is seeking a challenging position as a Human Resource Administrator/Assistant with an ambitious and exciting organisation. Strong willingness and determination to commit to a program of lifelong learning and self-development.

**KEY SKILLS AND COMPETENCIES**

* Possess’ strong verbal and written communication skills.
* Ability to multi-task, react quickly to shifting priorities and meeting deadlines.
* Proactive, confident and with a positive ‘can-do’ attitude.
* Methodical yet creative and having a proven ability for efficient problem solving.
* Excellent attention to detail.
* Can work on own initiative or as part of a team.

**EDUCATION SUMMARY**

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| ICS Learn, Distance Learning | Dec 2015 |
| **Level 5 CIPD Diploma in Human Resource Management** | **In Progress** |

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| ICS Learn, Distance Learning | Dec 2014 |
| **Level 3 CIPD Diploma in Human Resource Practice** | **Passed** |

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| Wolverhampton University, Wolverhampton  | Sep 2006 - Jun 2009 |
| **LLB (Hons) Law** |

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| Halesowen College, Halesowen | Sep 2002 - Jun 2005 |
| **A Levels**: Law [B], Psychology [B], I.C.T [B]  |
| **AVCE:** Travel and Tourism [B/B] |

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| Holly Lodge Secondary School, Smethwick | Sep 1997 - Jun 2002 |
| **10 Grade A-C GCSEs** including English Language and Mathematics |

**EMPLOYMENT HISTORY**

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| EY (Ernst & Young LPP) | Feb 2015 – Feb 2016 |
| **HR Coordinator (Post Offer)** |
| * Deliver a smooth on-boarding experience for all candidates joining the firm by coordinating all aspects of the post offer processes.
* Produce, check and send offer letters within 24 hours of receipt.
* Manage the administration for all post offer activities.
* Produce regular reports to communicate progress and status for recruitment.
* Manage the reference process for all new joiners including obtaining and seeking reference requests prior to commencement.
* Update GHRS, Taleo and Recruitment Tracker systems and spreadsheets to ensure data integrity.
* Action housekeeping reports e.g., GHRS, SALJN, OGS and audit reports.
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| EY (Ernst & Young LPP) | Mar 2014 - Jan 2015 |
| **HR Coordinator (Pre Offer)** |
| * Deliver an excellent service in line with recruitment requirements and ensure service level agreements and recruitment targets are met consistently.
* Provide a positive recruitment experience for all candidates.
* Liaise with student campus teams and student recruitment contacts to pro-actively coordinate recruitment and interviews.
* Respond to queries from applicants and referrals from helpline.
* Produce reports outlining interview scheduling activities.
* Support team members and contribute to HR Shared Service Centre, Core Business Services and HR projects.
* Keep up to date with changes to the firm’s HR policy and ensure compliance with Data Protection Act.
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| Birmingham Royal Ballet | Jan 2014 - Feb 2014 |
| **HR Assistant (Work Placement)** |
| * Attending and note taking in meetings.
* Assisting with employee relations.
* Maintaining employee files and the HR filing system.
* Assisting with day-to-day operation of the HR office.
* Recordkeeping.
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| Interserve PLC | Mar 2013 - Aug 2013 |
| **HR Administrator (Transaction Services)** |
| * Processing starter, leaver and change of personal details forms.
* Vetting and checking Right to work documents for potential candidates.
* Working towards tight deadlines and always being available to support colleagues.
* Dealing with queries and requests from clients efficiently, accurately and in a timely manner.
* Working under the strict guidelines of Data Protection Act, understanding how data should be stored.
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| 2 Sisters Food Group Ltd | Sep 2012 - Feb 2013 |
| **Receptionist/Administrator** |
| * Booking meetings, arranging and planning of business travel for senior staff/directors.
* Sorting and distributing post, arranging couriers; dealing with queries.
* Managing the absence, holiday recording system and personnel filing system.
* Developing and organising an Employee Incentive Scheme.
* Providing support to the HR department.
* Compiling correspondence for employees who were AWOL.
* Attending union meetings and taking notes with the HR Manager.
* Attending Disciplinary/Grievance Hearings to support the HR Manager.
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| Atkins Global (Randstad CPE) | Mar 2011 - Aug 2012 |
| **Control Centre Coordinator**  |
| * Working within a business-to-business control centre, operating 24 hours a day.
* Assisting with live incidents that have occurred on the high way.
* General administration duties.
* Liaising with staff in other departments.
* Outbound and Inbound calls.
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| Professional Corporate Solutions Ltd | Apr 2010 - Mar 2011 |
| **Administrator (Maternity Cover)** |
| * Filing and organising documents appropriately.
* Able to manage and maintain on a daily basis all administrative systems and procedures.
* Oversee and supervise work conducted by junior staff.
* Using a variety of software packages, such as Microsoft Word, PowerPoint, Excel and Access to produce correspondence documents and maintain company records.
* Using a Content Management Systems to maintain and update websites and internal databases.
* Attending meetings, taking minutes and keeping notes.
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| Northern Rock PLC | Jul 2008 - Apr 2010 |
| **Customer Service Assistant** |
| * Taking time to understand the customer and their requirements.
* Supervising and motivating staff members.
* Attending meetings and contributing to improve quality standards.
* Setting up banking facilities.
* Providing professional advice on suitable banking products.
* Training new and existing staff on latest products and change in banking legislations.
* Liaising with staff in other departments/branches.
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**PERSONAL INTERESTS**

I am a member of a Fitness Centre which I try and attend at least twice a week. I enjoy participating in a number of sporting activities such as swimming, running and yoga. I enjoy cooking a range of cuisines from around the world such as Indian, Italian and Mexican. I have a passion for reading articles and journals on employment law to enhance my knowledge and keep up to date with current affairs.

**Job Seeker First Name / CV No: 1717878**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 