***CURRICULUM VITAE***

***Name: Perry***

***Nationality : Cameroonian***

***Sex: Male***

***Visa Status: visit visa***

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***Address Abu Hail***

***Email:*** [***perry.343274@2freemail.com***](mailto:perry.343274@2freemail.com)

*POSITION:* ***Human Resource Assistance***

***PERSONAL SUMMARY***

A graduate caliber Human Resources Assistant who has extensive knowledge of

Recruitmentselection and administration processes. Maxine is a confident individual

who is good at building effective relationships at all levels of anorganization. I will

have no trouble handling a variety of personnel related issues. In my current role I

Supports the HR service delivery to over 800 employees by carrying out a range of

administrative HR tasks. Right now am looking for a suitable role with a company that wants to recruit talented and proven people like me

***AREAS OF EXPARTISE***

Human Resource Development

Managerial Accounting

Employee relation/settlement of grievances, dispute, disciplinary procedure

Motivation and Remuneration

Recruitment and Selection

Performance appraisal

Public relations

Organizational Behavior

Training and Development

Computer literate, word, excess, Excel, power point

Excellent in both English and French Languages

***CAREER HISTORY***

**MTN Cameroon**–Limbe Cameroon

Commercial Agent/ Assistance HR-December 2014 – December 2016

Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the HR Managers and Officers. Also involved in the day to day-to-day running of the HR office

Ensuring the department complies with all recruitment Policies, Laws, and Regulations.

• Writing up professional job adverts.

• Putting together new employee starter packs.

• Setting up, monitoring and then tracking employee probationary periods.

• Carrying out background and reference checks on prospective employees.

• Acting as the first point of contact for anyone enquiring about a vacancy.

• Maintenance of the HR records and systems.

• Keeping track of any employee anniversaries and awards they are due.

• Developing reports for senior HR Officers on staff sick leave, absences and holiday leave.

• Screening phone calls, emails, letters and personal visits.

• Providing professional advisory support to company employees.

• Interpreting and clarifying the companies HR policies & practices.

**Cameroon Development Corporation**–Head OfficeLimbe Cameroon

HR Assistance – March 2012- September2014  
Was responsible for providing a first class proactive administrative HR support service to colleagues in the Human Resource department. Also involved in providing assistance in the recruitment and hiring process.

Arranged pre-employment medical examinations.

• Processed payroll information in an accurate and timely manner.

• Updated and maintained staff bulletin boards & newsletter.

• Filed electronic and hard copy documents.

• Monitored the HR department’s general expenditure.

• Handled all employee for time off requests and grievances.

• Sent out relevant contractual information.

• Followed up on all outstanding issues.

• Escalated operational issues to senior management.

• Analyzed complex data and documentation.

• Prepared high quality paperwork and documentation.

• Made travel arrangements & organized accommodation for senior managers.

***KEY SKILLS AND COMPETENCES***

**Human Resources and Administration**

• Resolving typical and common hiring problems.

• Negotiating with candidates, employers and related third parties.

• Developing procedures, policies & standards for recruitment.

• Writing up contracts, including terms and conditions.

• Tactfully resolving disputes between different parties.

• Handling all confidential information in a professional manner.

• Knowledge of specialist HR software and automated systems.

• Having in depth conversations with people over the phone & face to face. **Professional**

• Working in fast paced, high transaction volume environment.

• Ability to organize&priorities workload within any setting.

• Knowledge of monitoring progress in anemployee’s career.

• Completing all tasks in a timely, organized and professional manner.

• Ability to communicate effectively in English, both orally and in writing.

• Maintaining all HR paperwork to ensure compliance with relevant legislation.

• Able to work on multiple projects simultaneously.

**Personal**

• Able to work closely with other professionals as part of a team.

• Strong influencing and communication skills.

• Ability to pick up new skills and knowledge quickly.

• Can function in a fast-paced environment.

• Comfortable with being the ‘go to’ person in a company.

• Thinking laterally to create options and solutions.

• Positive ‘can do’ attitude towards work.

***EDUCATIONAL QUALIFICATION***

* *Graduate Diploma in Human Resource Development October 2011- march 2014,*

*Institute Of Commercial Management England*

* *GCE Advanced level-2009-2010, Government Bilingual High school Limbe-CAMEROON*
* *GCE Ordinary level-2002-2007 ,Government Bilingual High School Limbe-CAMEROON*

***Languages****Speak and write both English and French languages excellently*

***References:****Available upon request*