**Abbie Diamond**

12 Summerfield, Bromborough, Wirral, CH62 2EW Mobile:07818550270

abbie.diamond@hotmail.co.uk

PERSONAL PROFILE

Immediately available HR Practitioner with experience of absorbing and analysing complex information and interpreting it in relation to legal and ethical considerations. A member of the CIPD and currently studying towards a MA/CIPD Level 7 in Human Resource Management (part time). A hard working, reliable and flexible employee capable of delivering the highest standards of service, either working independently or as a team leader. Thrives in a high pressure and customer focused environment with the confidence to address any problems and concerns with tact and discretion.

EMPLOYMENT HISTORY

**Regional HR Generalist (full-time)**

Kelly Communications Ltd: November 2017 – present

Duties and responsibilities:

* Responsible for advising all Northern operational sites on all HR aspects including disciplinary, grievance, absence management and capability issues
* Developing and implementing HR strategies aligned with business targets
* Providing case management support to line managers and ensuring legal compliance
* Developing and updating the HR system
* Ensuring all employees are issued with and sign correct contracts of employment and provide proof of right to work
* Nurturing a positive working environment by developing the relationship between line managers and employees

**HR Administrator (full-time)**

Peel Ports Group Ltd: October 2016 - November 2017

Duties and responsibilities:

* First point of contact across the group for advising line managers on any HR related queries including disciplinary and grievance issues, capability and redundancy
* Maintaining/updating HR database and employee records
* Advising on company policy and procedures and ensuring all staff are adhering to this
* Drafting offer letters, contracts of employment and any other documentation required
* Carrying out the full new starter process supporting the recruitment team – making offers, obtaining references and new starter documentation including right to work documentation, delivering HR inductions
* Adjusting monthly payroll and collating timesheets across the group for processing
* Analysing sickness absence through weekly reports and notifying line managers when employees have hit absence triggers and the process to follow
* Arranging appointments with Occupational Health and liasing with providers across the group
* Running adhoc reports when asked for by management
* Dealing with flexible working requests
* Assisting with any maternity/paternity related queries and processing accordingly with payroll
* TUPE experience
* Assisting HRBPs with management training across the group
* Helping line managers with learning and development to progress staff and retain talent, as well as keeping record of any training forms/agreements

**HR Assistant (full-time)**

Pharmapac UK Ltd: June 2016-October 2016

Duties and responsibilities:

* Updating and maintaining employee records and documentation
* Conducting investigations
* Induction and administration of new workers
* Assisting HR Manager in providing professional HR advice and recruitment
* Administer a monthly report highlighting all HR related activities
* Monitor employee absence records and advise management as required

**Sales Administrator (part time)**

Audi Cheshire Oaks: October 2015 – April 2016

Duties and responsibilities:

* Reorganising and maintaining filing system
* Creating spreadsheets
* Inputting data to Kerridge - a specialised car sales IT programmes
* Invoicing/taxing vehicles
* Checking and verifying information with the Financial Services Authority
* Assisting senior sales administrator
* Answering customer enquiries

**Data Analyst/Clerk (full-time)**

CF Fertilisers, Ince: May 2014 - August 2014/May 2013 - August 2013

Duties and responsibilities:

* Reorganising and maintaining filing system
* Creating spreadsheets
* Using specialised IT programmes, including Oracle Applications and Microsoft Office
* Reprographics

**Front of House Staff (part-time)**

1. Salt House Tapas: August 2013- May 2014/September 2014 – September 2015
2. The Wro Bar & Lounge: January 2013 – August 2013

Duties and responsibilities:

* Responsible for a section of the restaurant
* Opening the restaurant and setting up for the day
* Serving customers and managing the bar
* Co-operating with colleagues to provide the best possible service
* Resolving problems and customer concerns
* Complying with health and hygiene regulations
* Handling money and taking payments
* Working efficiently in a fast-paced environment
* Restocking and closing down the bar/restaurant section

**Hairdressing Junior**

Diamond Hair: July 2010- September 2012

Duties and responsibilities:

* Reception and telephone
* Making appointments and dealing with enquiries
* Taking payments and cashing up the till
* Organising displays and restocking

EDUCATION AND QUALIFICATIONS

Liverpool John Moores University: 2017 – 2019

**Human Resource Management MA**

Liverpool John Moores University: 2013 – July 2016

**Law LLB:** 2:1

Wirral Grammar School for Girls: 2005-2012

**GCSE:** English Literature A\*, English Language A, Maths A, Biology A, Chemistry A\*, Physics A, Dance A\*, History A, Spanish A, German A.

**A Level:** English Language B, Chemistry D, Biology C.

HOBBIES/INTERESTS

Currently include: Dance and fitness, festivals, travelling and visiting friends abroad.

REFERENCES

Available on request.