## JAMES CARTER17 Willow Close, Nottingham NG5 1JL

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### PROFILE

* I am a dedicated and detail-oriented administrative professional with **3 years of experience** providing HR and office management support in a fast-paced corporate environment.
* I am proficient in **HR systems**, **data entry**, and **maintaining accurate employee record**s, ensuring **compliance** with all **relevant legislation** and **company policies**.
* My strong organisational and time-management skills enable me to handle multiple tasks efficiently, from **recruitment coordination** to **onboarding new hires**.
* I am passionate about maintaining a positive work environment, providing excellent support to both colleagues and management.
* I am now seeking a **part-time Admin/HR Assistant role** where I can utilise my skills while contributing to a supportive and collaborative workplace.

### WORK HISTORY

HR ADMINISTRATIVE ASSISTANT
RIVERDALE SOLUTIONS, NOTTINGHAM
JULY 2021 – NOVEMBER 2024<https://www.freecvdownload.com>

My role involved supporting the HR department in managing a workforce of 150 employees. My responsibilities included:

* Maintaining employee records, ensuring data accuracy, and updating the HR system.
* Processing leave requests, sick days, and absence reports. <https://www.freecvdownload.com>
* Assisting in recruitment processes, including job postings, CV screening, and scheduling interviews.
* Organising HR meetings and preparing relevant reports.
* Managing onboarding procedures and delivering induction sessions for new hires.

OFFICE ADMINISTRATOR
NOTTINGHAM FINANCIAL SERVICES
JANUARY 2019 – JUNE 2021 <https://www.freecvdownload.com>

I worked in a busy office environment, supporting the day-to-day operations. My duties included:

* Handling incoming and outgoing communications, including phone calls and emails.
* Managing office supplies and maintaining inventory records.
* Organising team events and coordinating meeting schedules.
* Assisting the HR team with administrative tasks as needed.

### QUALIFICATIONS

DIPLOMA IN HUMAN RESOURCE MANAGEMENT
NOTTINGHAM COLLEGE – JULY 2021

Key modules included employment law, HR administration, and organisational behaviour.

A LEVELS
BUSINESS (A), SOCIOLOGY (B), ENGLISH LANGUAGE (B)

GCSES<https://www.freecvdownload.com>
9 GCSES INCLUDING MATHS (A) AND ENGLISH (B)

### INTERESTS

I enjoy participating in community sports, including local football leagues and charity runs. I also have a keen interest in technology and frequently attend workshops on the latest HR and office management tools to keep my skills current.

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