HR Assistant Resume Sample

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

**Professional summary**

* 2+ year’s professional experience as an HR assistant with specific expertise in handling large scale Human Resource projects.
* Superior technical, interpersonal and communication skills.
* Well versed in devising and implementing administrative clerical strategies to meet the needs of the department.
* Strong organizational, customer service and communication skills with the ability to independently plan direct business affair.

**Skills**

* Client Relationships
* Talent acquisition and training
* Organized and multitasked
* Highly motivated
* Payroll processing
* Marketing / communication

**Work Experience**

Human Resource Assistant

Xyz Company, 2010-2012

Developed job postings, administered recruitment advertising and tracked results. Pre-screened qualified candidates for open positions, Scheduled interviews, and prepared regret letter.

* Scheduled meetings and agendas as well as recorded and distributed meetings.
* Assisted with developing on-boarding orientation program materials for managers and employees.
* Maintained employee personnel files, recruitment files, and hourl time records.

**Education**

Bachelors of science- Human Resource 2010

University of Delhi