
AYESHA ZADA



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OBJECTIVE

As an Associate CIPD qualified individual, my main focus is to be an exceptional HR team player who is keen to drive the organization forward. Working with departments to ensure the culture and environment within a business is ahead of competition and to strive to deliver excellent HR service to all internal employees as well as key stakeholders.

PROFESSIONAL SKILLS

CIPD Level 3 – HR – 2013
CIPD Level 5 – HRM 2019
Safer Recruitment – 2019
MSc International HRM - MMU 2019 - 2022

EXPERIENCE

HR MANAGER – SWINDON BOUROUGH COUNCIL

September 2018 – Present (PT)

Providing support to line managers and stakeholders in the business on HR issues such as performance and absence management. Conducting performance reviews and collating data for absence reports/ employee turnover. Coaching line managers on complex ER issues and change management. Updating Policies and Procedures to be in line with current legislation. Conducting return to work meetings as well as working with senior management in methods of attracting and retaining talent in the business. Benchmarking salaries and implementing employee reward packages in line with market growth. GDPR implementation by sending corresponding emails to all who have subscribed to ensure we are meeting regulations.

HR ADVISOR/ TRAINEE HR MANAGER / THE BRITISH INSTITUTE OF RECRUITERS

January 2013 – Present (PT)

Preparing starter documents for all new recruits, ensuring all data on the HR system is accurate. DBS forms, RTW documentation, interview documentation, retrieving references, working with compliance to ensure the company data is accurate and filed securely. Creating performance packages for employees, managing KPI's and managing diary for holiday/annual requests. Handling all maternity and paternity requests.

RECRUITMENT RESOURCER / LBM MARKETING

September 2012 – December 2012

Starter documentation, holiday requests, interview and offer letter processing, retrieving references and updating DBS information.



EDUCATION

Whalley Range 11-18 High School - September 1997 – July 2004
North Trafford College - September 2005 – June 2005
University of Bolton – Access to Business – September 2006 – 2007
Manchester Met University - BA Business Studies (2years) 2007 - 2009
CIPD Level 3 – HR – August 2013
CIPD Level 5 – HRM – September 2019
MSc International HRM – MMU 2019 - 2022

VOLUNTEER EXPERIENCE OR LEADERSHIP

Team Leading various projects which include ensuring all data for employees is up to date and correct.
Leading a team to conduct surveys throughout the organization for Employee relations data reports
Leading a team and working on the GDPR project to ensure we are compliant.
Managing complex ER cases including occupational health.

