GAVIN AHMED

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as HR Generalist at Hollis & Grant Retail.
- Trusted adviser to line managers on day-to-day employee relations.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Amsterdam — **Amsterdam**

BA Human Resource Management — *2019*

PROFESSIONAL EXPERIENCE

Hollis & Grant Retail — **Manchester**

HR Generalist — *Jul 2024 – Present*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Coordinated the move to a new performance review cycle across five departments.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.

Ardent Manufacturing — **Manchester**

HR Advisor — *Aug 2022 – Jul 2024*

- Rewrote the employee handbook and got it signed off by the leadership team.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- Supported two restructures, including consultation meetings and documentation.

Westfield Engineering — **Manchester**

HR Assistant — *Nov 2019 – Jun 2022*

- Wrote and delivered a line-manager briefing on flexible working requests.
- Built a training matrix so managers could see mandatory training gaps.
- Handled TUPE paperwork for a team joining from an acquired business.

INITIATIVES

Line manager training programme

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Hybrid working policy rollout

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

TECHNICAL SKILLS

HR systems & practice: First-week programmes for new hires, Workday HR suite
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Member of a community choir.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Ethan Chen

Engineering Manager, Vale Logistics
Contact: ethan@example.com