SANJAY KAUR

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as Senior HR Advisor at Westfield Engineering.
- 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 Lisbon — **Lisbon**

BA Human Resource Management — *2018*

PROFESSIONAL EXPERIENCE

Westfield Engineering — **Berlin**

Senior HR Advisor — *Sept 2024 – Present*

- Rewrote the employee handbook and got it signed off by the leadership team.
- Ran the annual pay review data and checked every letter before it went out.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- Built a training matrix so managers could see mandatory training gaps.

Lantern Housing — **Berlin**

People Partner — *Jan 2022 – Jul 2024*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Coordinated the move to a new performance review cycle across five departments.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

Hollis & Grant Retail — **Berlin**

People Coordinator — *Nov 2018 – Oct 2021*

- Supported two restructures, including consultation meetings and documentation.
- Ran exit interviews and turned the themes into a quarterly retention report.
- 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.

RESEARCH & PUBLICATIONS

A case study of incident reviews — **2026**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: Onboarding, Bob (HiBob) HRIS
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

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.

REFERENCE

Kwame Ortiz
Head of Operations, Ardent Manufacturing
Contact: kwame@example.com