IDA KHAN

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as Senior HR Advisor 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 Sydney — **Sydney**
BA Human Resource Management — *2013*

PROFESSIONAL EXPERIENCE

Hollis & Grant Retail — **Manchester**
Senior HR Advisor — *Oct 2024 – Present*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- 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.

Corran Hotels — **Manchester**
People Partner — *May 2022 – Sept 2024*

- Handled TUPE paperwork for a team joining from an acquired business.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Coordinated the move to a new performance review cycle across five departments.
- Supported two restructures, including consultation meetings and documentation.

Lantern Housing — **Manchester**
People Coordinator — *Jul 2019 – Feb 2022*

- Built a training matrix so managers could see mandatory training gaps.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Handled employee relations cases from first meeting to outcome letter for a site of 7 staff.

Lantern Housing — **Manchester**
People Coordinator — *Feb 2017 – May 2019*

- Ran exit interviews and turned the themes into a quarterly retention report.
- Advised line managers on absence, capability and disciplinary processes in line with policy.

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: Interview scheduling and offers, Welcome days for new staff, SuccesFactor
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Member of a community choir.

REFERENCE

Sofia Clarke
HR Director, Vale Logistics
Contact: sofia@example.com