PAVEL AHMED

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 2 employers, most recently as HR Generalist at Maple Care Group.
- 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 — *2023*

PROFESSIONAL EXPERIENCE

Maple Care Group — **Leeds**
HR Generalist — *May 2026 – Present*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Supported two restructures, including consultation meetings and documentation.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Coordinated the move to a new performance review cycle across five departments.
- Checked the airflow of the cold room each morning.

Hollis & Grant Retail — **Leeds**
HR Advisor — *Jul 2025 – Apr 2026*

- Ran the annual pay review data and checked every letter before it went out.
- 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.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

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: Recruitment, Onboarding, Workday
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Native), Spanish (Conversational)

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.
- Organiser of a monthly running club with around 30 members.

REFERENCE

Sofia Iyer
Engineering Manager, Brightside Schools Trust
Contact: sofia@example.com