HAMZA POPESCU

hamza.popescu44@example.com • +44 20 7946 0297 • linkedin.com/in/hamza-popescu • London, United Kingdom

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as Senior HR Advisor at Lantern Housing.
- 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 Leeds — **Leeds**

BA Human Resource Management — *2014*

PROFESSIONAL EXPERIENCE

Lantern Housing — **London**

Senior HR Advisor — *Oct 2024 – Present*

- Coordinated the move to a new performance review cycle across five departments.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Handled TUPE paperwork for a team joining from an acquired business.

Lantern Housing — **London**

People Partner — *Dec 2021 – Jul 2024*

- Rewrote the employee handbook and got it signed off by the leadership team.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Handled employee relations cases from first meeting to outcome letter for a site of 35 staff.

Vale Logistics — **London**

People Coordinator — *Jun 2019 – Dec 2021*

- Built a training matrix so managers could see mandatory training gaps.
- Ran the annual pay review data and checked every letter before it went out.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.

Westfield Engineering — **London**

People Coordinator — *Oct 2016 – Jun 2019*

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

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, Welcome days for new staff, SuccessFactors
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Treasurer of a local sports club, keeping the accounts and membership list.
- Volunteer at a local food bank twice a month.

REFERENCE

Daniel Yilmaz
Head of Operations, Westfield Engineering
Contact: daniel@example.com