UMAR ROSSI

umar.rossi85@example.com • +1 416 555 0133 • linkedin.com/in/umar-rossi • Toronto, ON, Canada

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as Senior HR Advisor 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

Trinity College Dublin — **Dublin**
BA Human Resource Management — *2018*

PROFESSIONAL EXPERIENCE

Maple Care Group — **Toronto, ON**
Senior HR Advisor — *Jul 2024 – Present*

- Ran the annual pay review data and checked every letter before it went out.
- Built a training matrix so managers could see mandatory training gaps.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Coordinated the move to a new performance review cycle across five departments.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

Ardent Manufacturing — **Toronto, ON**
People Partner — *Sept 2022 – May 2024*

- Handled TUPE paperwork for a team joining from an acquired business.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Supported two restructures, including consultation meetings and documentation.

Westfield Engineering — **Toronto, ON**
People Coordinator — *Mar 2020 – Jul 2022*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- 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.

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: Onboarding, HiBob
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Volunteer at a local food bank twice a month.
- Member of a community choir.

REFERENCE

Kenji Brennan
Head of Operations, Hollis & Grant Retail

Contact: kenji@example.com