VICTOR AHMED

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SUMMARY OF QUALIFICATIONS

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

TU Berlin — **Berlin**

BA Human Resource Management — *2023*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Leeds**

HR Generalist — *Jan 2026 – Present*

- Built a training matrix so managers could see mandatory training gaps.
- Supported two restructures, including consultation meetings and documentation.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Handled TUPE paperwork for a team joining from an acquired business.

Maple Care Group — **Leeds**

HR Advisor — *Apr 2025 – Nov 2025*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.

Vale Logistics — **Leeds**

HR Assistant — *Jan 2024 – Apr 2025*

- 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.
- Handled employee relations cases from first meeting to outcome letter for a site of 14 staff.

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, Hiring pipeline management, Workday HR suite
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.
- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Member of a community choir.

REFERENCE

Elena Rahman

Head of Operations, Lantern Housing
Contact: elena@example.com