# 人力资源主管英文简历

来源：网络 作者：紫陌红颜 更新时间：2024-01-10

*Name: XXX Gender: Male　　Wedlock: Married Nation: Han　　Residence: \*\*\* Age: \*\*　　Location: Guangdong-Shenzhen Height: 170cm...*

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　　Wedlock: Married Nation: Han

　　Residence: \*\*\* Age: \*\*

　　Location: Guangdong-Shenzhen Height: 170cm

　　Target Locations: Guangdong-Shenzhen、 Jiangsu-Suzhou、 Zhejiang-Wenzhou

　　Target Positions: Mechanic/General worker-Latheg

　　Target Jobs: The manager of the h、 Administration depar、 Performance appraisa

　　Desired Salary: 6000 RMB/month Negotiable Apartment needed

　　When Can Start: within half a month

　　Education

　　20\*\*-09 ～ 20\*\*-12 Shaanxi provincial party committee party school Economic management Doctor Degree

　　19\*\*-09 ～ 19\*\*-07 People in Beijing university School of law Master Degree

　　19\*\*-09 ～ 19\*\*-07 NaZhengXian BaZhong Liberal arts Bachelor Degree

　　Training

　　19\*\*-05 ～ 19\*\*-06 Shaanxi institute of technology The use of computer office software Computer training certificate

　　19\*\*-08 ～ 19\*\*-10 Statistics of shaanxi province Statistics knowledge the basic principle and so on three classes Shaanxi statistics personnel on-job certificates

　　Work Experience

　　Company Type: State Owned Enterprise Company Category: Internet,E-Commerce

　　Job Title: Positions: IT-Management/Technical Support

　　Job Description: 1. According to the department for each monthly work plan, up for company monthly work plan, weeks after the company leadership work main point, after approval issued by various departments to carry out, of the various departments of the executive\'s progress, and follow up the work of monitoring, and will the results back to the company leadership.

　　2. Five years from the different channels successfully for the company invite applications for a job more than 200 talents to meet the need of the company. Take \"go out, please come in, the way to 5 years successively in key positions in the 60 DuoCi training. All the recruitment, training according to the requirements of the leaders of the company and arrangement of the complete on time, make the company efficient business of rapiddevelopment. jianli-sky.com

　　3. Will the company\'s original employees, team leader management personnel and use 1 assessment standards, the revision into a post, is an assessment standard. Completed the company all staff job description, the team leader post KPI performance and the writing of the progress, the general manager of the BanGongHui discussion, I organized by the competent department for examination after training in, the competent to employees, group leader, make it conform to trial examination ISO quality management system requirements.

　　4. The company responsible for the file, and labor contract the drafting, becomes a complete employees, contract renewal, labor dispute mediation, exit interview other employee relations management, for all company documents, materials, documents, requests the personnel file management, according to classify.

　　5. Organization department import KPI performance evaluation system, as the company \"fine management strategy\" is the most important part, 200 X X month to employees, organizations and departments to import KPI assessment team leader, two years, this system after the smooth implementation with apparent effects, and to promote the employee\'s wo

　　Reason for Leaving: The company moved to jiangxi development, compensation of jiangxi standard, I didn\'t to jiangxi, fro

　　Special Skills

　　Professional Title: statistician

　　Computer Level: junior

　　Computer Skills: Computer training certificate

　　Strengths: Can use KPI, 360 degrees of performance assessment tool.

　　Language Skills

　　Chinese: Cantonese:

　　English Level: Majored in English general Spoken General

　　English: General English: General

　　Other: No other language

　　Career Objective

　　Career Direction: I have worked as a people\'s teacher and PLA monitor. April 19\*\* to May 20\*\*, I successively in shaanxi volunteer group company in hanzhong city wei, grassland of strong logistics distribution company, shenzhen toward the macro electrical appliance manufacturing company engaged in administrative, the general affairs, distribution, human resources management, 16years I and the human resources, the administrative work produced and deep relationship, I really love the human resources management and administrative management in this industry, he brought me happiness. Now I hope in manufacturing, retail service industry has a certain drug terminal of the scale of human resources management and administrative management, especially the performance evaluation, compensation management, can be cast I DuoNian to China\'s top 500 enterprises in accumulated experience of management, team organizing experience.

　　Requirements:

　　1. I\'d hillock, request the company provided me with a computer, so use, and hope that the company must be familiar to me time working environment, I asked me to my work to give certain support or help.

　　2. Requirements on time every month payroll, and provide pension, medical insurance to wait.

　　Self Info.

　　Self Assessment:

　　1. The correct moral character, have health certificate, please, three years, four acting teachers\' run by the military career experience.

　　2. A team of the construction of the building and expansion experience, familiar with the human resources, administrative, and general business module and state laws and regulations and relevant government departments working procedures.

　　3. Good at enterprise system construction and work plan, integration, propulsion, to 360 degrees, KPI assessment model with actual combat experience.

　　4. Language to speak clearly, there is the good communication, organization and coordination ability, have leadership department work independently ability, also have the solution to the problems of work. The thought is agile, reflect agile, word write beautiful, have extremely strong text writing skills, computer adept of ISO, 6 S was familiar.

　　5. Can work as a, has the strong sene of responsibility and execution, work hard, love to the company leader

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