

Fatima Hassan

Graduate HR Assistant

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Profile

Human resource management graduate from the University of Strathclyde with practical HR experience from a 6-month internship at NHS Greater Glasgow and Clyde. Skilled in recruitment administration, employee onboarding, and HR data management. Completed a CIPD Level 3 Foundation Certificate alongside the degree and passionate about creating fair, inclusive workplaces.

Experience

HR Intern, NHS Greater Glasgow and Clyde, Glasgow

Jan 2025 – Jun 2025

6-month placement within the HR Operations team supporting recruitment and employee relations for a health board employing over 38,000 staff.

- Processed **145 new starter records** on the NHS Electronic Staff Record (ESR) system, ensuring all pre-employment checks were completed within 5 working days
- Screened **320 job applications** across 18 vacancies, shortlisting candidates against person specifications and feeding back to hiring managers
- Coordinated **26 interview panels** — booking rooms, sending candidate packs, and preparing scoring sheets for each
- Drafted **40 offer letters and contracts** using standard NHS templates, with zero errors flagged during quality checks
- Assisted the employee relations team with **3 absence management cases**, taking notes at formal meetings and updating case files

Student Receptionist, University of Strathclyde Students' Union, Glasgow

Sep 2023 – Dec 2024

Part-time front desk role at the Students' Union building, handling enquiries and admin tasks.

- Dealt with an average of **60 enquiries per shift** from students, staff, and visitors
- Managed room bookings for **45 student societies** using the online booking system

Education

BA (Hons) in Human Resource Management, University of Strathclyde, Glasgow

Sep 2021 – Jun 2025

Upper Second Class Honours (2:1). Accredited by the Chartered Institute of Personnel and Development (CIPD).

- Dissertation: "**The Impact of Hybrid Working on Employee Engagement in Scottish Public Sector Organisations**" — surveyed 112 employees across 4 councils and found that those with 2+ remote days per week scored 18% higher on engagement measures
- Relevant modules: Employment Law, Organisational Behaviour, Learning & Development, Reward Management, HR Analytics, Diversity & Inclusion
- Received the **Strathclyde Business School Prize** for best performance in Employment Law

Scottish Highers in English (A), Modern Studies (A), Mathematics (B), Business Management (A), Hillhead High School, Glasgow

Sep 2019 – Jun 2021

Achieved AABA at Higher level.

Skills

Recruitment & Selection Administration, Employee Onboarding, HR Information Systems (NHS ESR, BambooHR), Employment Law Awareness (UK), Absence Management, Meeting Coordination & Minute Taking, Microsoft Office (Excel, Word, Outlook, Teams), Data Entry & Record Keeping, Report Writing, Confidentiality & Data Protection (GDPR)

Certifications

CIPD Level 3 Foundation Certificate in People Practice, Chartered Institute of Personnel and Development

Sep 2024 – Mar 2025

Mental Health First Aider, MHFA England

Nov 2024 – Nov 2024

Languages

English (native), Arabic (fluent), French (intermediate)

Projects

Onboarding Process Review — NHS GGC

Mar 2025 – Jun 2025

Conducted a review of the new starter onboarding experience as part of the HR internship, with findings presented to the HR Operations Manager.

- Surveyed **68 employees** who joined in the previous 6 months about their onboarding experience — response rate of 72%
- Found that **43% of respondents** felt their induction did not adequately cover IT systems and digital tools
- Recommended **5 changes** including a pre-start email pack, a buddy system, and a 30-day check-in call — 3 were approved for implementation
- Created a **new starter checklist template** in SharePoint that was adopted across 4 HR teams

Employee Engagement Survey Analysis — Academic Project

Sep 2024 – Dec 2024

Group project analysing real anonymised employee engagement data provided by a Scottish local authority.

- Analysed **survey responses from 1,200 employees** using SPSS, running correlation and regression analyses
- Identified that **line manager relationship** was the strongest predictor of engagement ($r = 0.68, p < 0.001$)
- Presented findings and **4 recommendations** to a panel including the council's HR director — scored 74% (first-class equivalent)

Extra Curricular Activity

Strathclyde University HR Society — Secretary

Sep 2023 – Jun 2025

Managed communications and event logistics for the departmental society.

- Organised **8 industry talks** with HR professionals from organisations including ScottishPower, Deloitte, and NHS Scotland
- Maintained the society mailing list of **190 students** and sent weekly newsletters with job opportunities and event updates

Volunteer — Glasgow Refugee and Asylum Network

Oct 2022

Supported refugees and asylum seekers with integration into the Glasgow community.

- Provided **English conversation practice** to 4 families on a weekly basis over 2 years
- Helped **6 individuals** with CV writing and job application forms for entry-level roles