



**Kadell Khalid**  
**Secretary / HR Administrator**

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Kadell's journey at Darwin Gray began in March 2024, driven by a desire to explore a new industry and grow professionally through collaboration with the Employment & HR team. With a background rooted in client relationship management, Kadell has consistently focused on building meaningful connections, generating ideas, and implementing improvements to enhance both service and client experiences.

Throughout his career, Kadell has worked with clients from a wide range of backgrounds, reinforcing his belief in the importance of adaptability, inclusivity, and emotional intelligence in the workplace. This experience naturally led to his growing passion for the people profession, as he developed a deeper understanding of how workplace culture shapes organisational success.

Known for his balanced perspective, empathetic, yet thoughtful and measured in his approach, Kadell values clear communication, trust, and continuous personal development. He's always open to new challenges that support growth and learning in both his professional and personal life.

Outside of work, Kadell enjoys traveling, photography, baking, poetry, and creating music. Most of all, he treasures time spent with his dog, especially during long walks on the beach or while discovering new places.

## Expertise

- Administration
- Prospect Management
- Ongoing Client Service
- Event Planning
- Marketing & Client Communications
- Leadership & Training
- Facilities Management
- Website Maintenance

## Career

### Experience

- Secretary/ HR Administrator – October 2025 - present
- Secretary/Administrator – March 2024 – October 2025
- Client Relationship Team Lead – August 2023 – March 2024
- Client Relationship Executive, September 2021 – March 2024

## Career

- Chartered Institute of Personnel and Development