**Steve Sabharwal**

**07584796857**

**Stevesab@outlook.com**

**Personal Statement**

I am hardworking and motivated individual; I have fantastic communication skills that enable me to speak to clients from all backgrounds. I am passionate about recruitment sales and retail depending on what you are applying for and I have experience in this filed for over 3 years

**Work Experience/Employment**

Recruiter

CLMD, Training provider/ November 2019-present

**Duties/ responsibilities**

Matching candidates to suitable courses.

Screening and shortlisting candidates in preparation for employer interviews.

Building reporting with clients from multiple locations.

Head hunting- approaching candidates for courses.

Calling companies to generate business.

Maintaining client’s database.

Organising meetings

Anglian home improvements Sep 2013- July- 2014

Managing a team and handing out tasks.

Organising external meetings- booking suitable venues.

Circulating minutes and agendas.

Answering and making phone calls.

**Anglian Home- ImprovementSep 1st 2013 – July 31st 2014**

**Education**

***Go Train*31st July 2017 – 7th Sep 2017**

 Subjects qualifications

* ICT Entry 2/3
* Personal and Social Skills Entry 3
* IAG Level 2

**CLMD Training Provider1st Mar 2017 – 31st Mar 2017**

Subjects Qualifications

* Maths NVQ 1
* English NVQ 1
* Customer Service NVQ 1

**Church Filed School1st Sep 2000 – 31st July 2005**

Subjects Qualifications

* Maths Entry 2
* English Entry 2
* PE Entry P-E 3
* ICT Entry 2

**Interests**

Watching sports- cricket, soccer

Exercising- running

Reading books/ news

Key skills

Communication skills

Ability to work under pressure

Team player

Multi- lingual (Punjabi)

**References**

Available upon request