

# Hardeep Singh

## Professional Summary

Dynamic and highly resourceful business professional, with sales knowledge and experience predominantly within the Real Estate and Recruitment industries. Adept to challenge with the ability to absorb and execute new ideas and strategies. Demonstrating initiative and self-motivation to exceed professional and personal targets. Responds positively to pressure and use an analytical yet flexible approach combined with lateral thinking to generate effective solutions.



## Experience

### **Ae3 Media, London — Marketing Assistant, part-time temp**

September 2021 - November 2021

- Telemarketing cold and warm leads to sign up for Finance Events
- Cleaning vast amounts of data in preparation of a transfer from an old database to a new system
- Administrative duties

Banora Point 2486  
hardeep.kjsingh@gmail.com

## Education

**Kings College London, BSc  
Biomedical Sciences**

2007

### **Event Management, London — freelance**

May 2021 - August 2021

- Organising pre-wedding events such as Jago and sangeet nights
- Organising a wedding weekend away for 80 guests in Scotland
- Organising transport for guests and additional accommodation for overflow guests
- Organised smaller covid wedding for 30 guests in London
- Sourcing and meeting with vendors, scheduling the couples to meet with their selected vendors
- Sourcing props and decor for the wedding
- Negotiating price wherever possible

### **Style Invitations, Brisbane and London — Business Owner**

September 2010 - May 2020

- A home-based business, selling wedding cards in Australia and the UK
- Marketing the brand and products on various online and paper platforms
- Negotiating and liaising with clients, suppliers and designers
- Business Development; a minimum of 3 new clients per month with the average profit at \$400 per client
- Maintaining existing client relationships
- Managing finances, billing and the budget

## **Bees Nees City Realty, Brisbane — Sales Agent**

February 2014 - September 2014

- Business development through cold calls, letterbox drops, email marketing and social media
- Advertising properties online
- Negotiating the sale of a property with both buyers and sellers
- Managing Home Owners and potential Buyers
- Liaising with Lawyers, Conveyancers and other professionals involved in the sale of a property
- Writing articles for the company newsletter and blog
- Appraisals of properties and cross-selling for the rental department

**Achievements:** Earning \$11,000 in commissions per month in my final 2 months

## **Xperience Realty, Brisbane — Real Estate Agent, Office Manager, Recruiter and Training Consultant**

April 2013 - January 2014

- Secured ad set-up the companys new office space
- 360 recruitment process of Agents and Administrative staff
- Business Development through cold-calling, letterbox drops and advertising
- PA/Administrative duties such as; ad writing, managing agentpoint.com and realestate.com.au
- Handling buyer enquiries and pitching price
- Negotiating price with Buyers and Vendors
- Organising and conducting Open and Private inspections of properties
- Creating and implementing a training program for new employees

**Achievements:** Sourcing 3-4 listings consistently per month

## **Windsor Recruitment, Brisbane — Recruitment Consultant**

August 2012 - April 2013

- Business Development, marketing and networking to attract business from potential clients
- Advertising vacancies and head-hunting for more specific or specialised roles
- Receiving and reviewing applications, conducting interviews and tests and creating a short-list of well-suited candidates for the client
- Negotiating pay and salary rates and finalising arrangements between clients and candidates

### **Languages**

English - native  
Punjabi - fluent  
Hindi - intermediate

### **Hobbies**

Playing the Sitar  
(intermediate)  
Coding (basic)

## **B Series Recruitment, Brisbane — Recruitment Consultant**

January 2012 - August 2012

- Advertising roles online using seek.com.au, LinkedIn and various other platforms

- Screening CVs, phone and face-to-face interviews
- Sourcing candidates on LinkedIn, BCI, by netroking, seek.com.au and the company database
- Business development by telephone marketing, visiting clients, reference checks and networking

**Achievements:** Winning contracts from well-known and established organisations such as; Xstrata, Evans and Peck and Bechtel

### **Boots, health and pharmacy store, Heathrow — *Temp Customer Service Assistant***

June 2011 - October 2011

- Working on the till and providing an excellent customer service experience
- Assisting customers with enquiries and finding the right products for them
- Pulling forward and replenishing stock, general housekeeping duties to ensure the shop is safe and presentable

### **SANZA Teaching Agency, London — *Recruitment Consultant and 2IC***

December 2008 - July 2007

- Assisted in setting up a new office, recruited and trained new Sales staff in company policy and procedure, system and candidate management
- Sole management of over 200 candidates including clearance
- Canvassed for new business via cold-calling, marketing and visiting clients
- Maintained existing client relationships throughout schools in South London
- Produced reports for Managers and the Board of Directors in the UK and overseas offices
- Liaising with overseas staff to discuss 'pipeline' candidates
- Event management for Staff and candidates
- Recruiting teachers by advertising and networking

### **Capita Education, London — *Recruitment Consultant***

December 2007 - December 2008

- Fulfilling a 360 recruitment service for Primary Schools in West and South London
- Managing and growing the West and South-West Primary desks
- Showing myself as capable and reliable having taken care of the entire Primary division on numerous occasions
- Collaborating in the inductions of a new manager and new consultant into a new team

**Achievements:** Billing above \$16,000 each week during school term-time

#### **Roles whilst studying degree:**

Best of the Best, Heathrow -  
2007 Sales Consultant  
WHSmiths, Heathrow -  
2005- 2007 Customer Service  
Assistant  
Soccer Sports, Greenford -  
2004 Retail Assistant

References available upon  
request