**Raj Saw**

Ilford, East London

**Personal Summary**

Experienced Recruitment Consultant with a proven track record of successfully placing high-quality candidates with top tier firms in the construction industry. Highly skilled in proactive sourcing techniques to attract and engage diverse talent pools. Adept at managing the full recruitment process, with a strong focus on ensuring client satisfaction and improving the candidate experience.

**Education History**

University of Leicester 2016-2019

BSc (Hons) Psychology: (1St Class)

Northampton College 2014-2016

A Levels: Sociology (A\*) Psychology (A) Communication & Culture (B)

Kingsthorpe College 2011-2014

13 GCSE’s: (A\*-C)

**Work Experience**

**Maxim Recruitment**

**Senior Recruitment Consultant July 2023- Current**

**Recruitment Consultant May 2022- July 2023**

**Graduate Recruitment Consultant June 2021-May 2022**

International recruitment specialist leading end-to-end recruitment processes for junior to senior-level white-collar construction roles based in the UK, Canada and Hong Kong.

• Developing and maintaining strong relationships with clients, understanding their needs to provide tailored recruitment solutions

• Writing up, publishing and marketing detailed job descriptions

• Sourcing diverse talent via passive methods like targeted headhunting, alongside active engagement through talent pipelines, application systems, social media platforms and database searches.

• Interviewing and managing candidates through the recruitment process

• Managing multiple candidate searches and recommending candidates for submittal to clients

• Negotiating job offers and managed the hiring process, ensuring a smooth transition for candidates and clients.

• Maintaining and updating the candidate and client database (Bullhorn software)

• Developing a network of contacts, and building and maintaining client and candidate relationships

• Identify and develop business leads from candidates interviewed to grow the client base

• Researching and writing industry-specific articles on a monthly basis, providing insights and analysis on trends, innovations, and market developments in the construction sector as well as conducting salary surveys

• Attending networking events with colleagues

**Hastings Direct February 2019 -June 2021**

**Customer Representative**

• Main responsibilities included dealing with a variety of inbound calls efficiently by resolving customers queries on the phone. Identifying policyholders’ needs, clarifying information and providing advice enabled me to maintain high retention rates. This target driven environment taught me to adhere to the highest levels of quality and productivity targets, as well as maintaining exemplary levels of customer service at all times.

**Reed Talent Solutions (Angard Staffing)** **September 2019-December 2019 (Contract role)**

**Recruitment Coordinator**

• Managed high-volume full recruitment cycle, which included screening applicants, processing applications, confirming work patterns, booking candidates into recruitment sessions and shifts. This structured and process-driven role developed my ability to work to targets and service level agreements.

**University of Leicester College of Life Sciences September 2018-March 2019**

**Psychology Student Ambassadors for Open and Offer Holder days**

• Represented the School of Psychology, answering any questions or queries prospective students and their parents may have had about studying Psychology at Leicester. This has developed my strong communication skills as I have had to adapt my communication style to suit my audience.

**Key Skills and Competencies**

● Excellent interpersonal and communication skills, face-to-face, over the phone and in writing

● From my studies, I have learnt to work on my own initiative, to be proactive and to organise and prioritise tasks to meet deadlines

● Proficient in the use of Microsoft Office and competent in other IT and Computer skills

● Ability to work under pressure and to deal diplomatically with challenging situations and differences of opinion developed through extensive experience in the customer service sector

● The ability to speak English, Lithuanian and Russian fluently

● Full, clean driving license with own car, available for travel

**Achievements/Awards**

● University of Leicester Chancellor's Scholarship for Academic Excellence

● Northampton College Academic Success Award

● Volunteering at University of Leicester

● Taken part in National Citizen Service (NCS)

**References**

Available upon request.