

Satpal Matharoo

Sati.10@hotmail.co.uk

CORE SKILLS & EXPERIENCE

- Experienced Business Manager and confident in Business Development
- Experience in dealing with HR procedures within a customer focused environment
- An enthusiastic, driven person who is prepared and excited to take on a new challenge
- An avid learner who can adapt working within a team and excel as an individual
- Proven ability to trouble-shoot, deliver a personal yet professional service and work under pressure within time constraints.
- Confident in developing dynamic relationships to ensure successful productivity
- Aiming to expand on my experience and knowledge by seeking a stimulating and challenging career where I can make significant contribution.
- Acute attention to detail

EMPLOYMENT

Business Development Manager
Selfridges LOREAL Luxe
Jan 2019-pres

- Responsible for business strategy within luxe brands
- Experienced Manager team +20
- Responsible for L+D

HR assistant | Alliance Boots |
Feb 2012-2019|

- Working knowledge and trained in matters of recruitment, maternity, payroll, sickness, disciplinary procedures.

Auditor | Barclays Corporate Team |
Birmingham | Oct 2017-Nov 2019

- Internal auditors responsible for financial records and procedures ensuring accuracy and efficiency.

Personal Banking | LloydsTSB |
Birmingham | Oct 2015- Jul 2017 |

- Dealt with a daily large volume of calls in call center setting, providing advice, dealing with problematic queries in customer care department.
- Provided professional but personable telephone banking service for customers.

ADDITIONAL SKILLS/ATTRIBUTES

- Committed to high levels of organisation and attention to detail
- Strong interpersonal skills and telephone manner
- Legal studies cert gained Sept 2010
- Microsoft/Excel literate.