**Satpal Matharoo**

[Sati.10@hotmail.co.uk](mailto: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.