

CLIFF TAM

cliff.tam@gmail.com | 6123 2003

PROFILE | Ambitious, enthusiastic professional with commercial awareness and excellent presentation, verbal communication and organisational skills. Proven ability to meet and exceed set targets as well as the relevant administrative, commercial and personnel work experience required for a successful recruitment consultant.

EXPERIENCE | **Recruitment Consultant, MD Recruitment Services Ltd.**

Jun 2011 - Present

- Provided top quality end-to-end talent acquisition solutions to 50+ premium clients for mostly local and regional assignments
- Performed 20-25 interviews per week in order to assess experience, qualifications and competencies to enable the best possible job matching
- Established and maintained positive relationships with 100+ high-potential candidates to gain commitment and ensure availability
- Provided career coaching to job seekers and offered expert advice to clients on topics such as market conditions, trends and salary levels

ACHIEVEMENTS |

- Reduced recruitment fees by \$80K within a year for 15 clients by sourcing, interviewing and negotiating strategically for their hire
- Successfully recruited 200+ full-time professionals in 2013 going up to line manager level across all departments

QUALIFICATIONS | **CUHK School of Continuing and Professional Studies, 2009-2011**

Higher Diploma in Business and Human Resource Management

LANGUAGES | Cantonese (Native), English (Proficient), Mandarin (Fluent)

SKILLS | Microsoft Office (Word, PowerPoint, Excel & Access)

AVAILABILITY | One month's notice