

### PERSONAL STATEMENT

I am an experienced Business Development Executive with a proven track record of increasing sales for some of the UK's leading brands. I am competent in preparing and executing business action plans to ensure that every opportunity to promote the products and to increase sales and profit has been maximised. I am looking for a Business Development post within a growing SME.

### KEY SKILLS

- ✧ Proven sales experience.
  - ✧ Motivated, tenacious and excited about development and progression.
  - ✧ Commercially minded.
  - ✧ Fantastic communication skills and relationship building.
  - ✧ Commercially astute with previous ownership of P&L.
  - ✧ Proven ability to work independently and to deadlines.
  - ✧ Excellent time-keeping.
  - ✧ Great organisational skills
  - ✧ Proven strong work ethic, simply passionate about doing a great job!
  - ✧ Full UK Driving Licence.
  - ✧ Well-presented and well spoken.
  - ✧ Native English speaker, fluent in French and German.
  - ✧ Demonstrated ability to plan, multi-task and prioritise.
  - ✧ Goal-oriented, entrepreneurial, proactive.
  - ✧ Experience of Salesforce and other CRM systems.
  - ✧ Key account management training and experience.
  - ✧ Microsoft office 365 proficient
  - ✧ Ability to speak in front of large groups.
  - ✧ Demonstrated teamwork, communication (written and verbal), and organisational skills.
  - ✧ Meticulous with excellent attention to detail.
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### WORK HISTORY

2014 – Date

Business Development Executive

*XYZ Motors Ltd, Nottingham Road, Derby*

- ✧ Leading the discussions with new clients to understand their requirements, managing client expectations, optimising client relationships;
- ✧ Developing and coordinating efficient commercial transaction processes including proposals, pricing and contracting;
- ✧ Identifying and contacting prospective customers and building positive relationships to generate future sales and repeat business. Using different modes of contacting including emails, telephone and skype calls, personal visits;
- ✧ Contacting clients with standard inquiries (i.e. clarifying baseline price / quote information, proposal delivery logistics, etc);
- ✧ Actively participating in achieving annual sales targets;
- ✧ Reviewing price/quote requests to ensure initial understanding of client requirements and assisting CEO with managing various aspects of quote, proposal and RFI (request for information) development for assigned opportunities;
- ✧ Ensuring timely and consistent delivery of assigned proposals to clients.

2011 - 2014

### Business Development Executive

*ABC Foods Ltd, Nottingham Road, Derby*

- ✧ Participating in the development of marketing tools;
- ✧ Participating in specific industry trade shows and meetings;
- ✧ Actively participating in business intelligence: keeping awareness to any new relevant information allowing to optimise the company competitive edge;
- ✧ Responsible for designing and delivering key elements of the promotional plan to strengthen the company's position in a highly competitive market;
- ✧ Ensuring timely and consistent delivery of assigned proposals to clients;
- ✧ Performing data entry into databases, as appropriate (e.g. updates, proposal number requests and generating both regularly scheduled and impromptu reports).

## EDUCATION

2007 - 2009

Degree in Business Studies (Upper Second Class Honours)

*Lincoln University*

2005 – 2007

A Level English (B), Maths (C), Computer Science (C), Art (C)

*Lincoln College*

2001 – 2005

9 GCSEs grade C and above including English (B) and Maths (B)

*Lincoln Comprehensive*

## PROFESSIONAL MEMBERSHIPS

Since 2017

Institute of Sales Management (ISM)

Full member

Since 2015

National Business Development Association (NBDA)

Full member

## INTERESTS



When I am not at work, I love visiting the gym, rowing, running, hiking, abseiling, playing tennis and spending time with my family.

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## REFERENCES

Jim Bowen

*XYZ Motors Ltd, Nottingham Road, Derby*

Jim.bowen@xyzmotors.co.uk

(01332) 123456

Tim Smith

*ABC Foods Ltd,*

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