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| Andrew SmithBUSINESS DEVELOPMENT EXECUTIVE | 11, Old Street, The Town, City, NG1 234(01949) 123456 - andrewsmith@aol.com |
| PERSONAL STATEMENTI 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

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| 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.
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| 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).
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EDUCATION

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| 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

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| Since 2017 | Institute of Sales Management (ISM)Full member |
| Since 2015 | National Business Development Association (NBDA)Full member |

INTERESTS

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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

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| --- | --- |
| Jim Bowen*XYZ Motors Ltd, Nottingham Road, Derby*Jim.bowen@xyzmotors.co.uk(01332) 123456 | Tim Smith*ABC Foods Ltd,*tim.smith@abcfoods.co.uk(01332) 123457 |

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