

# Brian Harris

## Graduate manager

### AREAS OF EXPERTISE

*Project manager*  
*Cost control*  
*Business development*  
*Strategic planning*  
*Marketing*  
*Negotiating*  
*Budget management*  
*Customer service*

### PROFESSIONAL

*Diploma in Management Studies (DMS)*  
*First Aid*

### PERSONAL SKILLS

*Ability to communicate advanced concepts*  
*Time management*  
*Good team player*  
*Problem solving*

### PERSONAL DETAILS

*Brian Harris*  
*15 Made Up Street*  
*Leicester*  
*LE1 9HH*

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*E: [brian.h@emaladdress.co.uk](mailto:brian.h@emaladdress.co.uk)*

*DOB: 12/06/1988*  
*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

A recent Business Management graduate with a proven ability to reduce costs and provide strategic leadership. Hands on knowledge and experience of the managerial processes and planning implementation phases required for projects. Possessing excellent communication skills and having the ability to communicate professionally with clients, colleagues and senior managers on detailed issues.

Easy going by nature, Brian is currently looking for a starting management position in the banking and finance sector.

### ACADEMIC QUALIFICATIONS

BSc (Hons) Business Management 2:2  
*Leicester University 2007 - 2010*

A levels: Maths (A) English (B) Technology (B) Science (C)  
*Barford Town College 2005 - 2007*

### WORK EXPERIENCE

*Barratts Insurance Services – Leicester*  
TRAINEE MANAGER May 2010 - Present

Working as part of a team within a fast-paced environment, focusing on delivering work to a high standard of client satisfaction whilst ensuring profitability. Ensuring that project activity is well planned, well thought through, well briefed and well executed.

#### *Duties:*

- Contacting current clients & building relationships with prospective new ones.
- Attending meetings and giving presentations to senior managers and clients.
- Responding appropriately to emergencies or urgent issues as they arise.
- Achieving targets set by the General Manager.
- Involved in risk analysis, interpreting project data and drawing conclusions.
- Analysing market research reports
- Involved in budgetary control, efficiency savings & recycling.
- Assessing ROI.
- Keeping senior management informed of all changes in my areas of responsibility.

### KEY SKILLS AND COMPETENCIES

- Determined, resourceful and target driven.
- Commercially minded and ambitious.
- Able to manage time well and prioritize accounts where necessary.
- Excellent interpersonal, communication and organizational skills.
- Strong decision-making skills.
- Ability to control multiple project activities simultaneously.

REFERENCES – Available on request.

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