

Personal statement

A commercially driven sales manager who has a hunger to succeed, a passion for discovering opportunities and a strong will to win. Richard is perfect example for Account Executives in areas of personal character, commitment, organising, selling and work habits. He possesses a flair for creativity and a keen eye for detail, on top of this he has extensive managerial experience in the leisure, hospitality and retail sectors. Presently he is looking for a suitable position with a business that has a vibrant and progressive outlook and is expanding dramatically to accelerate its market share.

Employment History

Distribution Company - Coventry

SALES MANAGER **April 2009 - Present**

Responsible for managing a sales teams of ten or more, instrumental in their training and making sure everyone exceeds their targets and brings in as much business as possible. Also in charge of directing the business in the best possible manner and regularly reporting to the CEO.

Duties:

- Assisting in the development and implementation of marketing plans.
- Controlling and authorising holidays, hours worked and overtime, manage absence.
- Maintaining necessary data and records for future reference.
- Creating a culture of continuous improvement by asking for feedback and input from all sales staff.
- Writing reports for senior management and delivering presentations.
- Evaluating current business processes and systems.
- Reviewing and updating health and safety policies and ensuring they are observed.
- Co-ordinating financial and budgetary activities for maximum operational efficiency.

Local Shop - London

ASSISTANT MANAGER **October 2008 – April 2009**

Stationary Store - Watford

RETAIL SUPERVISOR **June 2008 – October 2008**

Areas of Expertise

Overcoming objections	Contract negotiations	Closing deals	Performance reviews
Business administration	Setting goals	Accounting principles	Visual merchandising
Coaching	Administration	Evaluation skills	Managing stress

Sales and Managerial skills

- Good commercial acumen with the ability to both win, and retain, new business accounts.
- A track record of delivering continuous improvement within a live service environment.
- Demonstrated ability of working on own Initiative and sense of personal ownership.
- Monitoring the performance of the entire sales team.
- Open minded and flexible with the ability to think outside the box.
- Experience of working within a unionised environment and with external suppliers / customers.

Academic Qualifications

Birmingham North University - 2005 - 2008 - Retail BA (Hons)
Sales & Marketing - Diploma
Birmingham South College - 2003 - 2005 - Commerce Diploma

References - Available on request.



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