**Insert Full Name**

Insert Job title

Insert LinkedIn Link

|  |  |  |
| --- | --- | --- |
| **Location:** Insert location | **Contact:** Insert Number | **Email:** Insert Email |

**PROFESSIONAL SUMMARY**

Highly accomplished commercially minded Business Development Manager with more than 20 years of experience in growing existing portfolios and developing new businesses. Leads client solutions that are practical, simple to understand, and tailored to drive revenue that aligns with business direction and strategy. Ability to build outstanding partnerships while leading and holding conversations with a range of partners by utilising CRM to identify business development opportunities to help secure new contracts. An independent self-starter who delivers a sustained pipeline of revenue by managing multiple projects in rapidly changing environments by championing ongoing communication, sales, and business development strategies to ensure continued success.

* 20+ years instilling best practices to enable continual service improvement in sales and business development.
* Passionate and energetic leader – engages, communicates and works collaboratively.
* Communication and Interpersonal Skills – liaising effectively with individuals from a diverse range of backgrounds at all levels.
* Organisational Skills and Excellent Time Management – prioritises workload and deliver within tight deadlines.

**CORE COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| * Account Management - B2B
 | * Business Revenue Growth
 | * Effective Communication & Interpersonal Skills
 |
| * Contract Management
 | * Business & Market Intelligence
 | * Persuasion & Negotiations
 |
| * New Business Development
 | * Business Process Improvements
 | * Business Networking
 |

**CAREER HISTORY**

**Insert Organisation: Date: 2014 - Present**

**Position:** Regional Development Manager

* Creating development plans and forecasting sales targets and growth projections
* Meeting with clients, including senior executives and other high-level individuals in order to build relationships and present product offerings Identifying potential clients based on business needs and offering solutions that meet those requirements
* Utilising company’s CRM tools to streamline the business development activity by storing and organising information about prospects and customer as well as the deals and opportunities associated with them
* Attending industry seminars or conferences in support of the business targets
* Reviewing the existing customer base to explore whether there are additional opportunities within the broader group of customer organisation or related business
* Analysing market conditions, competition, and pricing structures to identify opportunities for increasing market share Conducting research on new technologies or products to identify potential opportunities for growth

**Insert Organisation: Date: 2010 - 2014**

**Position:** Field Sales Consultant

* Performed site inspections and conducted research to determine locations for new branches or dealerships
* Analysed budgets and sales reports and made recommendations for improvement
* Evaluated sales team performance and scheduled training sessions by setting KPIs & targets
* Kept abreast of product developments and market trends to develop new marketing and branding strategies
* Conducted market research and attended industry events where networking is possible
* Prepared and submitted sales reports and delivered presentations if required
* Liaised with clients and answered all questions and complaints efficiently and professionally

**Insert Organisation: Date: 2009 - 2010**

**Position:** Sales & Claims Executive

* Conducted market research to identify selling possibilities and evaluate customer needs
* Set up meetings with potential clients to understand their business requirements and generate sales Prepared and delivered appropriate presentations on products and services
* Created frequent reviews and reports with sales and financial data
* Ensured the availability of stock for sales and demonstrations
* Successfully negotiated and closed deals and resolved complaints or conflicts

**Organisation: Date: 2005 - 2008**

**Position:** Branch Manager

* Directed all operational aspects including distribution operations, customer service, human resources, administration and sales
* Developed forecasts, financial objectives and business plans and meet goals and metrics
* Assessed local market conditions and identify current and prospective sales opportunities
* Improved quality continuously by evaluating the service and addressing customer and client satisfaction issues

**Organisation: Date: 2003 - 2004**

**Position:** Customer Services Representatives

* Built and maintained strong business relations with customers and suppliers
* Monitored the process of work and delivery schedules as well as updating information on the internal computer packages
* Adhered to company policies and procedures

**Organisation: Date: 2001 - 2003**

**Position:** Customer Services Agent / Design Administrator

* Resolved customer enquiries and addressing concerns to deliver the best customer service
* Updated records, scheduling meetings, and booking rooms
* Liaised with the Design/Contracts department and quantity surveying team to keep them updated regarding any changes and progress

**EDUCATION**

**VOCATIONAL TRAINING**

NVQ level 2 in Business Administration

Information Technology including MS Word, Windows, MS works, access, E-mail

Customer Services

Team Leadership

**Insert school — GCSEs**

Mathematics, English Language, English Literature, History, Biology, Music, and Arts

**TECHNICAL PROFICIENCIES**

Microsoft Office – Word, Excel, PowerPoint, Projects, Cloud-Based Administration (Google Workplace, Outlook).

CRM Databases, Salesforce, Windows, Zoom, Skype, MS Teams

**ADDITIONAL INFORMATION**

Full UK Driving Licence | Willing to Travel | Remote or Onsite Work | References on Request