

John Doe

Professional Highlights **General Manager –Boman’s Transport (2002-Present)**

- Managed team of 30 staff members
- Created and managed strategic plans
- Organised recourses
- Decision taking
- Discipline of staff
- Developed and maintained staff motivation
- Created and managed budgets

Assistant Sales Manager-Griffin Corporations (1996-2002)

- Created and monitored sales projections
- Compiled sales reports
- Motivated staff
- Dealt with discipline
- Performance management
- Set and managed sales targets
- Outbound and inbound sales

Office Supervisor-Mobile Systems Tools (1990-1996)

- Supervised team of 10 staff members
- Managed calendar and time sheets
- Basic discipline
- Dealt with irate customers
- Staff productivity reports
- Performance management and staff appraisals
- Involved in hiring of staff

Administrative Clerk-Atlas People (1985-1989)

- General administration
- Minor budgeting
- Filing
- General marketing
- Personal assistance to GM
- Typing and data entry
- Customer service

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|---------------|---------------------|------------------------------------|
| Skills | ▪ Computer Literate | ▪ Customer Service |
| | ▪ Management | ▪ Administration |
| | ▪ Budgeting | ▪ Filing |
| | ▪ Payroll | ▪ Staff Discipline |
| | ▪ Cold Calling | ▪ Health and Safety Implementation |
| | | ▪ Web Design |

Education	MBA	Open Field College, UK	1985
	BA Honours Economics	Philip University, USA	1984
	BA Economics	Greenwich University, UK	1983

References References are available on request.