

Jane Doe

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Profile

Professional, well educated and experienced sales person. Have extended experience in both inbound and outbound sales as well as in managing sales projections and compiling sales reports. Team management, HR support, motivation and discipline at junior and senior level. More than 5 years experience in management, leadership and team development. 7 years experience in administration, filing, and data entry.

Skills Summary

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

Professional Experience

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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Available for Relocation

Education

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

Hobbies and Interests

All forms of ball games, animals, public speaking, philosophy, art, geography, travel, psychology, writing, exercising and reading. In the process of publishing my first book.