**Name: Emma**

**Emma.362450@2freemail.com**

**Resides:** UK

**Relocation:** Open to worldwide Relocation.

**Profile**

* Confident
* Decisive
* Professional
* Well presented
* Sharp / Quick Thinking
* Experienced
* Educated
* Forward thinking
* Passionate
* Driven
* Resourceful
* Good Communicator on all levels

**Qualifications:**

UOL: Business

G.C.S.E: -

English

Mathematics

French

German

Economics

Btec HND - Design

Itec HND – AP&M

CIEH TT

**Competent in:**

Microsoft Office

Microsoft Word

Microsoft Excel

Outlook

Windows

Paint

PowerPoint

Adobe

**Career Details**



**Company:** E.l.k London Ltd **Position:** CEO

**Duration:** February 2011 – February 2017

* Responsible for the overall success of the entire company. – making informed calculative decisions for growth and direction. Delegating where necessary to achieve business goals targets and aspirations.
* Sourcing, out sourcing specialists and suitable partners.
* Responsible for Company Leadership.
* Responsible for Making Corporate Decisions.
* Responsible for Managing overall operations.
* Responsible for Managing overall resources.
* Responsible for Managing the company strategy.
* Responsible for Brand Growth and Development.
* Responsible for Acting as main point of communication between director and corporate operations.
* Consulting.

**Reason for Leaving:** I am now looking to start the next chapter in my life with my family and work life.



**Company:** E.l.k London Ltd **Position:** Operations Director

**Duration:** May 2006 – February 2011

* Ensuring the smooth Operations of the business daily.
* New and existing Business Development
* Research and development for new products and innovations.
* Field. B2B and B2C Sales
* Developing Client Relationships
* Account Management.
* Financial Planning.
* Market Research.
* Mentoring/ Consulting tutors and students.
* Recruiting.
* Training.
* Achieving business accreditation processes.
* Ensuring effective marketing plans are designed and implemented via social media, press releases, blogger interaction, PR, face to face, business to business
* Ensuring and implementing effective Website design and build.
* Dealing with organic SEO and sponsored / PPC advertising is implemented at the required timescales.
* Implementation of affiliates.
* Sourcing sub distributors.
* Devising product / service pricing strategy.
* Market mapping.
* Price Mapping.
* Brand strategy.
* Brand building.
* Product Sourcing.
* Reverse Engineering
* White labelling management.
* Enrolment procedures, strategy and implementation.
* Purchasing of stock, including all discounts & negotiations with suppliers, dealing with
* Liaising with Customs and Excise Duties departments.
* Being responsible for logistics of all imports / exports.
* Legal Requirements.
* Logistics.
* Pricing negotiations – suppliers / manufacturers worldwide. (Amazon EU Sarl, Maha Cosmetics, To lure, Large retail chains)
* (Including Amazon EU Sarl.))
* Devising weekly personal and business targets and assessments, and analysis.
* Creating of word, pdf and excel documents.
* Stock Taking.
* Company Formation, registration.
* Business Planning
* Cash flow Forecasting
* Securing business financing to grow the business.

**Company:** MSW (UK) Ltd, Nottingham. **Position:** UK Sales Manager

**Duration:** August 2003 – May 2006

* Developing Relationships with Existing and New Clients.
* Achieving sales targets personally and collectively as a team.
* Sales team management.
* Working closely with Building Contractors, Main Contractors, Steel Fabricators, Engineers ad Architects to ensure smooth projects.
* Project Management.
* Negotiations – B2B
* Sales – B2B
* Presenting PowerPoint Presentations to win business and contracts.
* Weekly, Monthly and Yearly Forecasting,
* Liaising and negotiating With Steel and concrete Manufacturers.
* Administration Tasks – Designing and quoting for small medium and large construction projects.
* Developing /Promoting Complete Structural Floor Systems to Existing and New Customers.
* Integrating and Working with CAD Design team, Estimators, MD’s, Contracts staff, Structural Engineers, Quantity Surveyors, Architects to Give an Outstanding Service.
* Clearly communicating with structural Engineers and Manufacturing Partners to provide calculations In Order To Secure Specifications.
* Daily / weekly Chasing Projects.
* Being Responsible Key Accounts.
* Managing Supply Chains.
* Making informed Management Decisions.
* New Lead generation through Builders Conference, Reading the Construction.
* Developing Business through Construction / Client Site Visits.
* Chairing Sales Meetings.
* Attending Partnering Meetings
* Company representation at Quarterly British Constructional Steel Work Associations Meetings.

**Company:** DSP Ltd, Derby

**Position**: External Sales

 **Duration:** Feb 2001-Aug 2003

* Making Appointments over the Telephone and Making 16-20 Appointments a Week for Face To Face Calls, Managing My Diary.
* Developing A Sales Area Targeted On Medium To Large Businesses.
* Following Up Planning Leads And Creating My Own Leads.
* Cold Calling On New Buildings And Following Up ‘To Let’ And ‘For Sale’ Properties.
* Selling to a Broad Range Of Pax I.E. Md’s, Warehouse Managers.
* Selling Office Interior Refurbishment Projects, Turnkey Projects, Storage Solutions.
* Identifying Client Requirements and Providing a Design Solution.
* Liaising With External Subcontractors.
* Working Within a Team.
* Visiting New and Existing Customers.
* Managing a Customer Database and Filling Bookings.
* Interviewing Candidates
* Calling Specific Contacts/ Decision Makers at Specific Companies to Establish Their Requirements and Tailoring packages.
* Pro-Active Face to Face Sales Calls.
* Cross and Up Selling.
* Taking Every Sales Opportunity to Its Full Potential.
* Meeting Targets.
* Direct Selling/ Visiting Customers on Confirmed Pre-Arrange Appointments.
* Selling Features / Benefits to Potential Customers and Overcoming Their Objectives.

**Company:** Integra Business Services / Living Design **Duration:** Jan 1999-Feb 2000

**Position:** Telemarketing Manager

* Meeting Targets.
* Overseeing the sales team and their targets, daily, weekly.
* Cold Calling
* Ensuring efficient deliverability of Contracts for the Fire Service College/ Mortgage Companies.
* Booking Seminars.
* Obtaining Mortgage Leads.

**Personal**

Personally, I’m a passionate, caring, thoughtful family person and mum of 2, I love dining out, cinema, country walks, beaches, travel.