Adam

Email:​​​ [Adam.373674@2freemail.com](mailto:Adam.373674@2freemail.com)

Professional Profile:

I am a hardworking, motivated person that is 100% focused on being successful. My work ethic is to have pride and passion in completing every task to the highest standard, whether the client, my employers or myself set it.

I believe that in order to be great in business it is of utmost importance that you are adaptable, innovative and organised. I have always been complimented for my ability to pick up new concepts, ideas, products or information quickly. I also understand and appreciate that it is imperative to have impeccable time management and represent your company professionally on all occasions.

I am an ambitious, driven individual and have taken pride and passion in every job I have had from an early age. I am determined to succeed and have thrived on the achievements I have accomplished in my career so far. I am flexible, proactive and have developed a strong commercial awareness in my most recent roles. I am keen to take on my next challenge, and continue to develop my skills in a role that is compatible with my experience and qualifications.

Career Summary:

Edward Ray International, Dubai

February 16 – Current

Business Development Manager

▪ Following up new business opportunities and setting up meetings

▪ Planning and preparing presentations to give to new clients to showcase products and services

▪ Communicating new product developments to prospective and existing clients

▪ Writing weekly, monthly and quarterly sales reports for Director

▪ Creating and overseeing marketing material for new and current products and services

▪ Identifying and chasing new business leads

▪ Hold weekly meetings with Directors to discuss and update on sales pipeline and potential new leads

▪ To maintain and improve all product knowledge in the Edward Ray International portfolio

Sycamore Recruitment, Farnborough

July 2014 – Feb 2016

Business Development Executive

Heading up the mid-senior level recruitment both on a permanent and interim basis, my role was a full 360-degree position allowing me to pick up brand new business through cold calling and networking right through to completion. At any one time I can be managing up to 25 vacancies, at all levels, predominantly mid-senior but these can vary as different business comes in. This was a full Business Development/New Business position meaning a high volume of calls, client meetings and market research was paramount. My daily responsibilities included:

▪ Work to monthly revenue targets

▪ Forecasting monthly and quarterly figures to Senior Management

▪ Building effective relationships with candidates, interviewing and understanding their needs to match relevant roles at client companies

▪ Coaching candidates in terms of their CV and interview preparation

▪ Learn and understand each role in order to better place and prepare applicants

▪ Fully understanding my client’s requirements and matching suitable candidates accordingly

▪ Maintain an honest and effective relationship with your clients, attending meetings as and when required

▪ Negotiating fees, contracts and tradeable’s with clients

▪ Drawing up short-lists, organise interviews and selection events

▪ Winning new business and account management once won

▪ Effective resourcing on various platforms such as job boards and LinkedIn to pro-actively cold call new and potential businesses to offer Sycamore’s services

▪ Managing the advertisement of vacancies

▪ Maintaining an organised and effective candidate desk

▪ Aiding and training new Consultants

Niche Communications, Wokingham

July 2008 – June 2014

Account Manager

▪ Manage inbound B2B enquiries and assist in conversion.

▪ Resource management and product control

▪ Account management of existing clients which involves potential needs analysis, determining strategies, relationship building, monitoring performance and rate negotiation.

▪ Providing management reporting including client feedback

▪ To develop and maintain working knowledge of Niche Communication’s products and services

▪ Complaint handling to ensure client satisfaction in line with company guidelines

▪ To maintain accurate accounts and data on all active and potential accounts, to monitor the data through effective and efficient office administrative systems

▪ Diary management and appointment scheduling for Business Development team

Castle Royle Golf Club, Maidenhead

August 2006 – January 2007

Lifeguard/Leisure Assistant

Loddon Valley Leisure Centre, Lower Earley

January 2005 – June 2006

Lifeguard/Leisure Assistant

Other Courses/Qualifications

• Microsoft Office

• Microsoft Access

• Adobe Illustrator

• FileZilla

Education/Qualifications:

Bearwood College, Wokingham

7 GCSEs Grade A-C

Langley College, Langley

BTEC in Sports Science

Interests / Hobbies:

My interests normally involve being outdoors, playing sport and socialising however I also enjoy travelling abroad and experiencing different cultures.

References: Available on request