

## **FULL NAME**

**Address: ..... Mobile:..... Email:.....**

### **Personal Profile**

I am a highly ambitious, outgoing and competitive individual with excellent rapport building skills and the ability to work under pressure.

Able to work on my own or as part of a team I have strong organisational skills with the ability to work to targets. My passion for business to business sales stems from my enjoyment of working in environments where there has been an emphasis on promotion, networking and being able to adapt to people's needs. I am passionate about developing big brands even further.

### **Educational History**

- 2008 – 2011**                      Birmingham City University: LLB (Hons) Law  
*Qualification: Second Class First Degree Honours (2:1)*
- 2001 – 2008**                      Stuart Bathurst High School  
*Result: Achieved 11 GCSE's and 3 'A' Levels (Grades A-C)*

### **Skills and Training**

Full UK driving licence  
Fluent Punjabi speaker  
Excellent computing skills (including Word, Excel and Outlook)

### **Employment History**

#### **Company**

##### **Job Title: May 2013 – Present**

- Business development and lead generation for managed print services (print/photocopy/fax/scan multi-functional devices)
  - Electronic managed document services
  - Remote back-up & restore, and disaster recovery
  - Cloud based software as a service (SAAS) and hosting
  - UK wide fibre data network plus unified VoIP & mobile telecoms solutions.
- My role requires me to bring these services together with 'enablers' that unify a complete solution for our client's workplace environment, thus adding greater value to the overall proposition.

#### **Company**

##### **Job Title: October 2012 – Present**

- Business development and Account Management;
- Networking;
- Championing InspirEngage at events by way of public speaking etc;
- Developed strategies to attract new customers and enhance revenue;
- Manage social media platforms as a way of increasing productivity and interaction with our following;
- During my time in the role I have connected InspirEngage International to potential links and helped form a vital strategic partner which InspirEngage will be working with long term;
- I was also part of the European Youth Job Creation Network where I co-created a training package for the whole of Europe which is currently in its pilot phase – the significance of this is: only 7 Partner organisations have co-created the training package of which InspirEngage is the only UK based partner.

#### **Company**

##### **Job Title: October 2012 – April 2013**

- I contributed to my store in order to reach top regional sales and meet the store card quota for the year, in advance. The Walsall branch is now the 2<sup>nd</sup> best for women's wear performance in the whole brand;

- Target and sales driven environment, the competitive nature of the role has encouraged me to consistently attain the targets placed before me and help to ensure that the Walsall store is consistently proved to be the most lucrative in the company;
- Customer relationship management.

## **Company**

### **Job Title: July 2011**

- Worked on the launch for a new voice recording contract, which was successfully launched during my time at BT;
- Specifically requested by the Royal Bank of Scotland (RBS) to proof read a contract with a deadline. I worked ahead of time and was able to go through the document;
- Awarded the opportunity to revise a contract for BT Global Services concerning trade between the UK and EU countries;
- Invited to attend a confidential presentation concerning a new BT product and to provide feedback on the legal elements of the product.

## **Company**

### **Job Title: July 2010 – June 2011**

- As a Customer Service Adviser I reached top sales targets for a trainee during my induction period as part of the Early Learning Centre (ELC) department, increasing sales by £1000 in my first month;
- Managing department sales and meeting targets.

## **Company**

### **Job Title: July 2010- July 2011**

- Interviewing and advising clients, making referrals to external agencies when necessary;
- Confidently negotiating with creditors & dealing with client debt and queries;
- Advising clients on matters of homelessness, debt, employment, immigration, benefits and family issues, without the need for supervision.

## **Company**

### **Job Title: May 2010 – July 2010**

- During the internship, I travelled between the above states. This conveys my flexibility to travel, my commitment and ability to adapt to each office environment and team;
- Conducted legal research of the American legal system in order to contribute to team meetings;
- Carefully analysed evidence and attended court on a regular basis.

## **Company**

### **Job Title: October 2009 – April 2010**

- Sales Executive for KTC products, selling to the Asian community;
- Promotion of new KTC food and drink products;
- Customer relationship management, in particular Asian supermarkets.

## **Awards and Achievements**

**January 2011** Certificate for Outstanding Achievement in Social Policy work (Citizens Advice Bureau);

**June 2008** Joe Clews award for Outstanding Personal Achievement in a Non-Academic field;

**October 2006:** Appointed Head Girl of Stuart Bathurst High School.

## **Interests**

I have been a keen fundraiser and always look for opportunities to support local charity organisations; for example my participation in Race for Life and the Santa Clause run around Birmingham City Centre, in addition I ran the Birmingham half marathon which was a fantastic experience.

## **References available upon request**