

South Woodham Ferrers Essex CM3

Confident, intelligent and well-groomed young gentleman who strives for success. I can work in all environments and can work with the latest software/technology. I can be a great attribute to any team/business as I am very helpful to peers but can also work alone if needed. The most important thing for me is developing myself as a person, I am always working at maximum effort to achieve my best and exceed targets.

I am looking for a great opportunity in the recruitment or sales industry. Not only have I gained recruitment experience, I am more than comfortable speaking to new and existing customers/clients, through the use of cold calling, phone calls and face to face. *Areas of Strength include:*

Telephone Manner Strong Communication Skills Exceptional Customer Services Building/Expanding Databases Relationship Building Quick Learning Candidate Qualifying/Management Closing Deals & Commitment Hardworking & Reliable

WORK EXPERIENCE

Chelmsford May 2016 to Present

SALES DEVELOPMENT EXECUTIVE

- Prospecting, qualifying and generating new sales leads to support the sales team
- Develop new business via telephone by cold calling, and to also use other forms of communication such as e-mail
- Re-establishing old contact with previous clients and building relationships with them to regenerate their interest
- Effectively persuade and sell our services to create leads that will benefit the sales team

Chelmsford December 2015 to May 2016

RECRUITMENT CONSULTANT (APPRENTICESHIP)

- Identify and qualify new candidates, either by searching people who have applied or by reaching out to people after head hunting on databases.
- Establish and cultivate excellent communication with all candidates, maintaining a professional look and approach at all times. This includes interview preparation and de-briefing after interviews, closing them on commitment for that specific role
- Using marketing methods effectively to reach out to potential candidates who would be a right fit for the role
- Use the correct sales and persuasive skills to close the deal, even when counter offers or other possible opportunities are in the candidate's pipeline

Chelmsford February 2015 to July 2015

GENERAL BAR STAFF

- Making sure the customer came first in all scenarios, ensuring great customer service
- Noticing and preventing a possible issue before it even takes place
- Dealing with a high amount of business, higher than expected. This meant I had to work efficiently and as part of a team to get the job done

Chelmsford September 2014 to February 2015

CUSTOMER ASSISTANT

- Providing the customer with any information and product they are looking for, involving checking for stock and also tracking it down for the customer
- Stacking products onto the shelves, this sometimes involved fragile products where caution was a must
- Gathering and collecting orders for delivery, to then load onto the vehicles in the most efficient way possible
- Planning the route for delivery vehicles, factors to include was rush hour traffic, the cost of fuel and also the products on board
- Keeping customers safe was a priority, so always being aware of forklifts and any other hazards and providing the customer with a warning and a safe environment to shop in

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EDUCATION, CERTIFICATION & SKILLS

THE CHELMSFORD COLLEGE 2013 - 2015

Extended Diploma, Information Technology, Level 3

THE BOSWELLS ACADEMY 2008 -2013

10 GCSE's - Grade A-C (including Maths, English and Science)

I.T. Proficiency: Word, Excel, Power Point, Outlook, Internet & Email

OTHER INFORMATION

PERSONAL INTERESTS

- Working with computers and other forms of technology, keeping up to date
- Attending gym, bodybuilding and general fitness
- Socialising & spending time with family and friends

PERSONAL ACHIEVEMENTS

- Captain of Meadow Youth Football Club helped me learn leadership and teamwork skills at a young age
- Was a Leader/Manager of a Call of Duty team which had over 25,000 subscribers on YouTube this involved recruiting new members, managing uploads for the channel and setting everyone targets to release content. I did not realize at the time, but it helped me learn a lot about managing and leading people to mutually reach success and create the best end product we could.

LINKEDIN PROFILE