

# Manager

Dayjob Ltd - 120 Vyse Street Birmingham B18 6NF  
T: 0044 121 638 0026 - M: 0870 061 0121 - E: info@dayjob.com

Account

## Personal statement

Multi-skilled professional who has a creative mindset, talkative personality and a hands on approach to problem solving. Peter has the ability to listen to gain the trust off clients and also bring to closure an action, project, resolution or sale with customers. He possesses the operational sales experience of managing a pipeline of opportunities, accurately forecasting revenue, and conducting account/forecast reviews with senior management. Right now he is keen to find a challenging position within an ambitious organisation where he will be able to continue to increase his work experience & develop his abilities further.

## Employment history

### Distribution Company - Birmingham

**ACCOUNT MANAGER**      **April 2009 – Present**

Essentially responsible for managing key accounts, maintaining a long term relationship with accounts and maximising sales opportunities within them. Also in charge of the implementation of sales strategies by managing the sales profitability and overall business relationship with the key accounts.

### Duties

- Identify and implement process improvements for coordinating activities between departments.
- Advising on changes and trends in the marketplace and the activities of competitors.
- Using contacts to generate new business.
- Ensuring all clients understand the services or products on offer.
- Establish strong client relationships through regular close contact.
- Assisting the Marketing Executive with content of company literature and out-going correspondence.
- Constructing and maintaining Campaign Plans.

### Manufacturing Company – West Bromwich

**ACCOUNT MANAGER**      **October 2007 – April 2009**

### Insurance Company - Dudley

**SALES EXECUTIVE**      **July 2007 – October 2007**

## Areas of expertise

Administration	Chairing meetings	Public speaking	Report writing
Analyse sales data	Account management	Event management	Budget administration
Writing business plans	Social Media marketing	Product launching	Promotions

## Professional skills

- Know how to analyse results and then identify and explain any variance.
- Analysing, interpreting and presenting results.
- Sound understanding of the commercial processes.
- Prepare and distribute information from the company to clients.
- Ability to understand new products and their significance and impact on a market place.
- Answer the clients' questions and ensure their problems are resolved; conduct follow-up tasks.
- Able to understand a clients' needs quickly.
- Strong listening and questioning skills.

## Academic qualifications

Birmingham North University - 2004 - 2007 - Business Management BA (Hons)  
City & Guilds – Sales Management  
Birmingham South College - 2002 – 2004 - Business Studies Diploma

## References

Available on request.

Peter McDonald



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