***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@qwikresume.com

**www.qwikresume.com**

***SKILLS***

Microsoft Office, Microsoft Outlook, Proficient Internet Search Engine, LinkedIn - For Professional Social Media Networking, CRM - Customer Relationship Management Programs, Excel, PowerPoint, Sales Prospecting, and Cold- Calling.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Area Sales Executive***

# PERSONAL STATEMENT

My goal is to obtain a position as a Sales Executive, so that I may utilize my 2 years of work experience concentrated in inside and outside sales, marketing, client relations, account management, and customer service.

# WORK EXPERIENCE

## Area Sales Executive

### ABC Corporation - September 2015 – June 2016

*Responsibilities:*

* Responsibilities included sales accountability to achieve sustainable profitable growth for the direct ink profile of graphics, signage and modular display/exhibit solutions.
* Maintain a pipeline of qualified leads at various stages of the sales process.
* Provide exceptional customer services by developing and maintaining strong relationships with prospects and key accounts.
* Develop customer presentations and create sales proposals and responses to rfps, rfqs.
* Gain market and competitor knowledge to plan sales strategy with the direct ink sales team.
* Consult with customers about print graphics, promotional and way- finding signage, and trade show display and exhibits contributing to website improvements helping develop CRM database for small business.
* Negotiate the terms of sales agreements, develop contracts and successfully close sales.

## Account Manager

### ABC Corporation - July 2014 – August 2015

*Responsibilities:*

* Responsibilities included achieving monthly sales goals and developing new business in assigned territory.
* Identifying and landing new accounts within the territory, developing new business with unique customer contacts, further developing and maintaining existing account relationships, growing territory sales by cross-selling and upselling.
* Developing customer specific solutions after a thorough analysis of customer requirements, maintaining a consistent knowledge of fire- resistant clothing/gear, products availability, and the manufacturer information.
* Performing customer service duties daily, like answering incoming calls and requests for information, order management/processing incoming phone, email, &amp; fax order management.
* Proactively recommend items needed by customers to increase customer satisfaction and improve transaction profitability.
* Maintaining an intimate knowledge of the customers needs, products,

and industries.

* Actively work to grow the number of outfitter corporate fire resistant clothing purchasing programs with larger, key customers, meeting monthly goals.

**Education**

B.A. in Political Science - 1991(Bowling Green State University - Bowling Green, OH)Bachelors in Commerce in Commerce - 2005(Federal Government Commerce College H-8/4 Islamabad)Intermediate in Computer Science in Computer Science - (Institute Of Advanced Technologies, Islamabad)