

John Smith

Sales Representative

Location: Fairfield, Sydney

Residency Status: Australian Permanent Resident

Education

- Higher School Certificate – Fairfield High School, 1987
- Certificate IV Business Management, Fairfield TAFE - 1992

Business Skills Set

- **Excellent communication skills**
- **Strong computing skills – MS Office**
- **Supervisory experience**

Employment History

Company: ABC Computers
Location: Chatswood, Sydney
Tenure: February 2003 to May 2007
Role: Account Manager

My position within ABC Computers was mainly involved with new business development and ensuring that potential clients received accurate quotations for a variety of hardware and software products in a timely manner.

Achievements:

- Exceeded all set monthly targets
- Developed a client base in excess of \$1 million annual turnover

Responsibilities:

- Handle incoming calls (approx 20 per day)
- Process quotations for a variety of products (approx 10 per day)
- Cold calling to IT Managers of government and commercial clients (approx 40 per day)
- Troubleshooting
- General Administration

R.F.L. – To seek new challenges

Expected Income: \$50,000 to \$60,000 + Super (Flexible)

Referees:

Referee contact details will be provided upon request

Interview Availability: Require notice, before work and after work preferred.