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Position Applied For:

Sales Consultant

Candidate Name:

Gillian Sinclair

MPC Consultant Name:

Colleen Stevenson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

10 January 2017

Personal Details

Surname :

Sinclair

First Names :

Gillian

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

White Male

Availability :

Immediate

Current Salary :

R 35 000

Expected Salary :

R 20 000

Career Summary

Company

Position

Duration

PayAccys / DigiCash

Business Development Manager

Apr 2015 - Oct 2016

Hysys t/a Hymed

Relationship Manager

Apr 2013 - Mar 2016

Hygiene Systems

Relationship Manager

Feb 2012 - Apr 2013

Candidate Summary

Leadership

"He has proficiency for taking charge and motivating group members toward common goals. His previous managers/decision makers said he has a strong ability to establish short and long term goals, specify the strategies and actions to achieve them, and have the perseverance to overcome obstacles and failures to attain objectives. He has a strong ability to express his beliefs and opinions even when they are contrary to those of others, motivate and inspire others to extend themselves to attain goals, and exercise authority. He can keep others informed despite pressing deadlines; remain tactful in stressful situations, and compromise to achieve organizational goals. People say he is good at understanding what to say to motivate people to follow his direction. He can recognize and deal positively with obstacles and failures, share responsibility for team direction and pe

rformance while establishing and maintaining effective workplace relations.

#### Persuasion

He has proficiency for convincing others of a direction, activity or idea and influencing the decision making processes. At times he can be friendly, excited, and socialize with large groups, helping them to attract people and be influential. He further has a strong ability to sway the thinking and behaviour of co-workers and customers who initially disagree. He is good at knowing what to say to people in order to influence them without making them upset. He can be collaborative, confident and accepting of criticism.

#### Communication

He has proficiency for conveying ideas effectively and identifying the messages people are attempting to convey. He speaks clearly, convey positivity, attract people, collaborate and share responsibility. He has the ability to develop good long term relationships, even with difficult people, built on tactful and considerate interactions. When in meetings with potential customers or with colleagues good at knowing the right thing to say and at understanding how people will accept what you are going to say to them. He has the ability for soliciting and accepting feedback and criticism from others."

#### Academic History

Qualification :

Matric

Date Completed :

1995

Institution :

High School Goudini

#### Computer Skills

Programs/Systems :

MS Word

MS Outlook

MS Project

In-house systems

MS Excel

MS PowerPoint

MS Access

Additional Training and Skills

Special Achievements:

Vice-Captain & Captain of Various Sports in school

High School First Team Cricket, Rugby & Tennis (1991 to 1995)

Obtaining Boland-North Cricket & Athletics

Captain of club rugby team (2005 to 2007)

Club Cricket First Team (Rawsonville, 1993 to 1995)

Rugby First Team (1 South African Infantry Battalion, 1996)

Rugby Under 21A (NTK and Goodwood, 1997 to 1998)

Club Rugby First Team (Goodwood; Brackenfell & Milnerton, '99 - 2010)

WP Disas 1999

Coach First Team (Totius Primary School)

#### Core Talents

Solution Selling - 9+ Years

Contract, Price And Increase Negotiations - 4+ Years

New Business Development - 8+ Years

Account Management - 9+ Years

Management/Leadership Skills - 4 Years  
Customer Relationship - 8+ Years  
Budgets/Business Planning - 4+ Years  
Management Of Team - 3+

#### Courses

Qualification■:■Management Development Programme 3  
Institution■:■University of Stellenbosch  
Date■■:■2003  
Subjects ■:■General Management  
■■■Economics  
■■■Marketing Management  
■■■People Management  
■■■Financial Management

Course■:■MS Windows 97 Upgrade  
Institution■:■Computer Services (Accounting & Computing)  
Date■■:■1998  
Course■:■Supervisor Training Course  
Institution■:■Connect Solutions  
Date■■:■2003  
Modules■:■Sales & Scripting  
■■■Quality Management  
■■■Written Communications  
■■■Communication Skills  
■■■Dealing with Irrate Clients

Course■:■Effective Presentation Skills  
Institution■:■CBM Training  
Date■■:■2003  
Modules■:■Accounts & Budget for Non-Financial Managers

Course■:■Labour Relations  
Institution■:■Media 24  
Date■■:■2003

Course■:■Written Communications  
Institution■:■Executive Coaching and Facilitation  
Date■■:■2005

Course■:■Payments Association of South Africa  
Institution■:■Certificate in Foundational Payments

Date■■■■:■■2015Gilliam Sinclair  
Resumé of Career to Date  
Company Name :  
PayAccys / Digicash  
Type of Industry :  
Financial  
Period of Employment :  
April 2015 - October 2016  
Position :  
Business Development Manager  
Duties :

Market the Business Nationally  
CRM  
Customer Training  
Presentations  
Manage & Reach Sales Targets  
Liaise with inter-dept.  
Relationship Building  
Closing of Deals  
Admin Duties

Achievements/Customer Solution

Media24: Spree - they were looking for a solution to streamline their refunds, e tc. to their clients much quicker and smoother than their current solution and p rocesses. With their services he was able to show that all this can happen and t hat their system is within their needs analysis and that they were offering more than what they are looking for.

Harbour House - after her initial meeting it was easy to convince them that thei r services and system will offer them to grow their business financially and the process to do EFT Payments will be easy accessible and they will be able to sen d proof of payments to creditors quickly without extra costs on their overheads.

Other Customers - to all existing customers he met with and even with current pr oposals out in market he has proofed that PayAccsys can save cost on overheads, system can make work life easier and more proficient.

Reason for Leaving :  
Closed down

Company Name :  
Hysts t/a Hymed  
Type of Industry :  
Hygiene Systems  
Period of Employment :  
February 2012 - March 2016  
Position :  
Relationship Manager  
Duties :

Relationship Manager (Apr 2015 - Oct 2016)  
Market the Business in Western Cape  
CRM

Customer Training  
Presentations  
Sales  
Liaise with inter-department  
Relationship Building  
Closing of Deals  
Admin Duties  
Monthly Reports

Relationship Manager (Feb 2012 - Apr 2013)  
Market Business with Current Customer Base  
CRM  
Presentations  
Liaise with Other Departments  
Relationship Building  
Closing of Deals  
Admin Duties  
New Business Development

Achievements/Customer Solution

Mediclinic South Africa - with his MD's assistance they proved to them that except for cost savings on our products, their products are no longer lasting, better quality and our service is up to perfect standard in comparison towards their closest competitor in tender shortlist. They closed the deal on 3 year contract basis.

Other Customers - in all proposals and solutions he could show the customer that their service is great, by going with Hygiene Systems/Hymed will save cost even with a better product than what they are currently using or selling.

Upon leaving grew the business in Cape Town to over R1,2 Million per month

Reason for Leaving :

Head hunted

Company Name :  
PIC Projects  
Type of Industry :  
Construction  
Period of Employment :  
June 2009 - September 2011  
Position :  
Marketing Manager  
Duties :

Market the Business in SA

CRM  
Presentations  
Consult with Design Department; Project Department and Finance  
Relationship Building  
Closing of Deals  
Admin Duties

Achievements/Customer Solution

All Customers - within this position it was all about solution selling and business relationships. From the first meeting to last step of project management he had to show the client that they are the best and always strived with their suppliers to deliver the best service.

Reason for Leaving :

Due to the construction market that took a dip in projects/office development he made the decision to look for more stability.

Company Name :  
Panasonic Business Systems: South Africa  
Type of Industry :  
Office Equipment  
Period of Employment :  
March 2002 - August 2006  
Position :  
Team Leader  
Duties :

Reaching targets / Customer Service  
Presentations  
Develop solutions for customers  
Consult with technical department, Stores, Telkom & 3rd Party Companies

Achievements/Customer Solution  
In his time with Panasonic and part of a big team, they won twice the award for Top Dog (Best Sales Executive)  
Customer Solution - this position was all about listening skills and putting together the best possible solution for customer and their business/company.  
Reason for Leaving :  
He was approached by one of his clients, owner of PIC Projects.

Company Name :  
Naspers t/a Kalahari.net & Leisure Books / Leserskring  
Type of Industry :  
Publishing  
Period of Employment :  
March 2002 - August 2006  
Position :  
Team Leader  
Duties :

Management of 12 Agents  
Customer Service  
Presentations  
Support, Lead & Motivate  
Ensure service levels are met and exceeded  
Adhere to schedule  
Manage absenteeism  
Ensure revision of procedures  
Maximum productivity  
Quality control and coaching  
Record and analyze statistics  
Identify, report and solve problem areas  
Crisis management  
Interaction with other departments  
Enforce company policy  
Recruitment and train of suitable agents  
Ensure department stays within  
Budget constraints  
Drawing up of reports  
Invoice texts and Golf letters  
Ensure that reminders are ready and correct

Looking after internet site  
Reason for Leaving :  
Retrenched

Company Name :  
Metropolitan Health / Metropolitan Life  
Type of Industry :  
Financial  
Period of Employment :  
February 1997 - February 2002  
Position :  
Clerk  
Call Centre Agent  
Duties :

Clerk - Credit Control Department (May 1999 - Feb 2002)  
Invoicing  
Customer Service  
Follow-up outstanding payments  
Investigate unidentified amounts  
Telephonic enquiries  
Consult with Departments

Call Centre Agent - Direct Marketing & Corporate Accounts Department (Feb 1997 - May 1999)  
Calculate & Finalize of Commission Journals  
Customer Service  
Admin  
Claims  
Registration & Finalize credit life funds  
Interact with other departments  
Reason for Leaving :  
He was looking to grow within Metropolitan and at that point his managers were all young and this kept him back to grow within company.■

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■Candidate Name ■|■Gilliam Sinclair XE

■MPC Consultant Name ■| ■Colleen Stevenson (021) 552 8048