



MR ELIAS DALLIS - BA (HONS.)

64 Greenfields, Earith, Huntingdon, Cambs, UK
PE28 3QH edallis@hotmail.com
Mobile: +44 7899 653747

PERSONAL PROFILE

A well organised, conscientious team player with excellent communication skills and a high level of numeracy; I have good attention to detail and a strong commercial awareness. All roles I have held have required people skills, organisational skills, a positive attitude and the ability to demonstrate initiative within a team. I have a strong work ethic and am dependable and versatile. I am currently living in Berlin developing my German language skills and mastering Python for data science through online courses.

EMPLOYMENT HISTORY

August 2014 - March 2019 Logistics & Sales Administrator TTP Labtech
(Permenant.)

Logistics Admin - Providing a full inbound/outbound logistics service for new products, spare parts, and RMAs. Experience and certification in handling dangerous goods, and raising commercial documentation.

Management metrics - Preparation of management KPIs and metrics for presentation to senior management.

Sales admin - Processing incoming purchase orders in a manufacturing environment for machinery and related consumables - ranging from initial enquiries; providing formal quotes; administering sales using ERP software.

Customer Service - Dealing with incoming requests for assistance; logging calls and emails; assigning relevant customer service specialists to cases; using web-based CRM platforms.

General admin/assistance - Assisting with logistics and stock control admin; light manual handling; occasional secretarial duties, including filing, taking minutes at meetings.

Left to persue further studies of the German language.

May 2014 - August 2014 Examinations Administrator Cambridge Assessment
(Temp P/T)

Administering student exam papers in a high volume environment, demonstrating attention to detail and procedure, high levels of concentration, initiative, teamwork, and solid work ethic.

- These above temporary positions demonstrate my ability to learn quickly, adapt to new environments, apply my knowledge and experience, make new friends, and hit the ground running in new roles.

October 2008 - May 2014 Bureau Manager & Sales Consultant Travelex UK Limited

The Travelex Group is a foreign exchange company, dealing in international payments, bureaux de change and issuing prepaid currency cards for use by travellers.

During my time at Travelex, my leadership and hard work was recognised and rewarded through promotion to a managerial position. This success is evidence of my strong organisational, team management, customer service and communication skills. In addition, this experience has empowered me to develop keen commercial awareness, building on existing tenacity and strong attention to detail. A breakdown of the duties and responsibilities held within my roles at Travelex is as follows:

Bureau Manager (06/2011-04/2013)

- Retail Management – resulting in a thorough knowledge of how to maximise effective retail practices and profit.
- Leading a small sales team– I have developed skills around conflict resolution, personality management and HR matters.
- Handling £1m+ worth of transactions PA – allowing me to build responsibility and maturity in my working practices.
- Maintaining accurate books and stock control.
- HR/Recruitment, Promotional marketing.
- Maintaining OLAs and SLAs.
- Balancing conflicting needs of multiple stakeholders within a joint venture.

Sales Consultant (10/2008-06/2011 and 04/2013-05/2014)

- Trading of foreign currency and related travel money products and services
- Sales, admin and cashier duties
- FX cashier/banking duties maintaining a high level of accuracy when processing transactions
- Adhering to strict anti-money laundering, risk management, security and compliance policies

July - December 2009 PR/Marketing Assistant Golley Slater PR - Histon, Cambs

Graduate Internship concurrent with Travelex

- Business development - Insight into structured methods of identifying potential clients
- Project research - Utilising and developing practical research skills
- Marketing assistance - Providing general support and working closely with executives.
- PR research - Developed understanding of PR business and digital marketing.
- Conducting telephone interviews – this allowed me to develop excellent people skills, which have remained highly valuable
- Ownership of small projects from start to completion – project planning, time management, working to deadlines
- Assisting with administration - strengthening existing admin. experience.

Sales Assistant Threshers Wine Shops, Cambridge
(Sept 2005 - Feb 2008)

General sales assistant duties including sole responsibility for store and banking duties

Electro-mechanical assembly Domino Printers, Bar Hill, Cambs
(Nov 2004 - Feb 2005)

Production technician, responsible for fast and accurate production of components

Production Technician DDS, Bar Hill, Cambs
(June 2001 - Aug 2001)

Servicing radio communications devices including soldering PCBs, high level embedded software programming/calibration and quality testing.

Work Experience Direct Communications Radio Services, St. Ives, Cambs
(June 2000)

Data entry, filing, credit control, invoice processing, assisting sales ledger clerk

EDUCATION

BA, International Management - 2:1 with Honours (2005-2008)
Ashcroft International Business School, Cambridge

Included modules on:

- Management studies
- Economics
- Intercultural studies
- Business law
- HR
- Industrial relations
- Information systems
- Ethics
- Corporate governance.

Achieved 1st for undergraduate dissertation; applying systems theory to capitalism and the role of institutions and institutional investors; focussing on institutional complementarities and the role of pension funds as institutional investors. Achieved 'A' grades for group work, presentations, microeconomics and research skills, among others.

Abbey College, Ramsey (1995-2002)

- 5 GCSEs grade C and above including Mathematics (A) and English (B)
- 3 A-Levels (Mathematics, Physics and Music)

ADDITIONAL INFORMATION AND INTERESTS

- Music: singing, theory and composition
- Linguistics: interest in European languages
- Economic/political philosophy
- Reading literature and non-fiction
- Computer Science - interest in data science and Python programming language

REFERENCES

Workplace, academic, and personal references available upon request