

ROBERT SMITH

Business Representative/Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dedicated individual who has ambition to succeed in any given environment seeks to apply customer service skills in an restaurant or office setting while contributing to success of the company.

CORE COMPETENCIES

Leadership Motivated, Positive attitude,Management.

PROFESSIONAL EXPERIENCE

Business Representative/Supervisor

ABC Corporation - May 2015 – January 2016

Key Deliverables:

- Interested in a newer vehicle gathered information and set appointments for candidates to meet with a car specialist.
- Consulted emailing,answering calls and making phone calls through out the period.
- Answered any questions that a interested person may have.
- Cleared appointments up for people who interested and previous customers to come on in and take a look at what vehicles to offer.
- Helped salesmen to make more money and also the interested customers get into a nicer newer vehicle.
- Used Customer service skills and computer skills using microsoft excel,Gmail,call commando program.
- Answered and called out on the phone fast pace making over number of calls in the period.

Business Representative

ABC Corporation - 2011 – 2015

Key Deliverables:

- 28270 Design cost effective telecom solutions for small to medium sized businesses.
- Consultation and sales efforts to introduce new voice and data products.
- Identify and qualify leads for referral to marketing.
- Create proposals and/or presentations to close the sale.
- Respond to incoming calls to retain and grow existing revenue.
- Professional and technical advice on voice and data products to ensure customer satisfaction..
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

Diploma

