

# Dora Meszaros

**Phone:** +44 7511285339

**Email:** dora.e.meszaros@gmail.com

**LinkedIn:** <https://www.linkedin.com/in/dora-meszaros/>

**EU Citizen**

7 years of professional experience, including 6+ years dedicated to sales and account management, have developed a strong foundation in building client/candidate relationships. Strong Account Manager with excellent experience in managing client accounts and delivering exceptional service including over achievement targets. I have hands-on experience as an IT Recruiter, successfully sourcing and matching talented professionals in the field. My effective communication, diverse background in sales and recruitment experience allows me with a comprehensive understanding of client needs, and the ability to thrive in fast-paced environments.

## Work History

### **IT Recruitment Consultant**

**Templeton & Partners Ltd - London, UK**

**01/2023 – Present**

Working on Key accounts across Europe (Including UK), in a high-volume desk covering a variety of roles including Software Development, Infrastructure, Project Management & Change.

- Have excelled in growing a candidate community with niche skills (Python, Endur, Java etc). I have built a robust talent pool that meets the unique needs of clients by strategically sourcing and engaging with candidates possessing specialised expertise.
- Have actively contributed to building the company's brand by consistently delivering a positive candidate experience, through phone, video, or face-to-face interactions and have effectively communicated the company's values, culture, and opportunities.
- Responsible for delivering high-quality CVs to company accounts. Through a meticulous screening and selection process, identifying and presenting candidates whose qualifications align with the client's requirements, ensuring timely and accurate delivery of CVs.
- Implemented successful candidate attraction strategies by using our CRM Systems, different available job boards, social media my network of suitable candidates.
- Have worked on strict SLAs, submitting suitable CVs within 48 hours of job brief.
- Overachieving KPIs by 110%

### **Key Account Manager & Head of Nursing & Midwifery Team | Senior Account Executive**

**IELTS Medical Ltd - London, UK**

**03/2020 - 11/2022**

### **Key Account Manager & Head of Nursing & Midwifery Team**

**11/2021 - 11/2022**

- I excelled in maintaining the company's key accounts. Through proactive communication and a deep understanding of their needs, consistently ensured client satisfaction and long-term loyalty by conducting regular check-ins, addressing concerns promptly, and providing personalised solutions, I successfully fostered strong partnerships with key stakeholders.
- My ability to anticipate client needs and deliver exceptional service played a vital role in driving customer retention and contributing to the company's overall growth and success.
- I have demonstrated strong leadership and management skills in overseeing and guiding the sales and education teams. My strong leadership skills effectively motivated and inspired team members, fostering a collaborative and results-oriented environment, as well as, set clear objectives, provided guidance, and offered continuous support to ensure team members were equipped to

achieve their targets and delivered exceptional performance.

- Consistently steered team success by implementing effective sales strategies, providing ongoing training, and coaching and promoting a culture of accountability and excellence.
- Recruiting and training new team members
- Preparing monthly sales reports to the Director
- Maintaining Service Level Agreements and ensuring their delivery

### **Senior Account Executive (Nursing & Midwifery)**

**01/2021 -11/2021**

- I have successfully identified and pursued new business opportunities, resulting in increased revenue and market expansion.
- By leveraging my strong interpersonal and negotiation skills, I have effectively forged partnerships with key stakeholders, such as international healthcare recruitment companies and NHS Trusts.
- Extensive experience in attending client meetings and delivering impactful presentations. I possess strong communication and presentation skills, allowing me to effectively convey the value proposition of products or services to clients by understanding their specific needs and tailoring presentations accordingly and have consistently engaged clients and gained their trust.
- Producing registration forms
- B2B & B2C sales
- Training and mentoring new team members.

### **Account Executive (Nursing & Midwifery)**

**03/2020 - 12/2020**

- I provided exceptional customer service by effectively addressing individual queries through various communication channels, including phone, email, and in-person interactions.
- In this role, I played a pivotal role in generating leads and cultivating relationships with potential clients. Through targeted prospecting and market research, I identified and pursued new business opportunities. By leveraging various channels, such as networking events, industry conferences, and online platforms, I actively engaged with prospects to initiate meaningful conversations and establish connections.
- B2C sales

### **Administrative Assistant**

**Recruitd - London, UK**

**02/2019 - 12/2019**

- Responsible for efficiently scheduling interviews between candidates and employers. Through effective coordination and organisation and ensured that all parties involved were able to seamlessly connect and engage in the interview process.
- Extensive experience in administration and diary management, where I have demonstrated exceptional organisational and time management skills. I have efficiently managed complex schedules, appointments, and meetings for individuals or teams, ensuring optimal use of time and resources.
- In charge of administrative tasks, such as organising and filing documents, managing correspondence, and handling day-to-day administrative responsibilities. Through my attention to detail and strong organisational skills, I have ensured that administrative processes run smoothly, allowing for efficient workflow and effective communication within the team.
- Involved in shortlisting candidates for hiring events, utilising a thorough and efficient selection process, which allowed me to successfully review, evaluate resumes, cover letters, and application materials to identify the most qualified candidates for consideration.

**Receptionist****Figaro London Hair & Beauty - London, UK****01/2018- 12/2018**

- Promoting the beauty salon, B2C selling & upselling
- Customer service - welcoming clients and making them feel comfortable in the salon.
- Diary & Booking management & Handling calls, emails.
- Preparing invoices

**Account Executive****Lamella Ajtó-Ablak Kft. - Budapest, Hungary****03/2016 - 12/2017**

- Maintaining & developing client accounts
- Preparing offers and contracts
- Diary management
- Customer service

**Education & Trainings****Bachelor Degree - Communication and Media Studies**

Budapest Metropolitan University - Budapest, Hungary  
2011 - 2015

**Key Account Management training**

The Chartered Institute of Marketing - London, UK  
December 2021

**GCSE**

Dozsa Gyorgy Secondary Grammar School - Budapest, Hungary  
2006 - 2011

**Successful Selling training**

Chris Croft Training - London, UK  
May 2020

**Languages**

- Hungarian - Native
- English - Professional working proficiency
- Italian - B2 level

**References Available Upon Request**