**CURRICULUM VITAE**

**PERSONAL DETAILS:**

Name: Nicholas Eager

**EDUCATION:**

GCSE or equivalent

**CERTIFICATIONS:**

None mentioned

**DOMAIN EXPERTISE:**

Internal Sales, Sales Administration, Production Planning, Works Administration

**AWARDS:**

None mentioned

**SKILLS:**

• Problem solving  
  
• Strong ambition to succeed and achieve targets  
  
• Good communication skills  
• both written and verbal  
  
• IT Literate  
  
• Excellent organisational and time management skills  
  
• Willingness to lead and take responsibility  
  
• Enjoy working in a thriving & dynamic environment  
  
• Ability to work using my own initiative or as part of a  
 team  
  
• Reliable  
  
• Meticulous

**PROFESSIONAL AFFILIATIONS:**

None mentioned

**PUBLICATIONS:**

None mentioned

**VOLUNTEERING:**

None mentioned

**RELEVANT CERTIFICATIONS AND EXPERIENCES:**

None mentioned

**TOOLS:**

None mentioned

**SOFT SKILLS:**

- Problem solving  
- Strong ambition to succeed and achieve targets  
- Good communication skills, both written and verbal  
- Excellent organisational and time management skills  
- Willingness to lead and take responsibility  
- Enjoy working in a thriving & dynamic environment  
- Ability to work using my own initiative or as part of a team  
- Reliable  
- Meticulous

**TECHNICAL SKILLS:**

IT Literate

**SKILLS OVERVIEW:**

Nicholas Eager is a conscientious, flexible and hardworking individual with a positive approach to change. He has strong problem solving skills, a strong ambition to succeed and achieve targets, good communication skills, both written and verbal, and excellent organisational and time management skills. He is IT literate and has the ability to work using his own initiative or as part of a team. He is reliable and meticulous.

**INTERESTS:**

None mentioned

**LANGUAGES:**

None mentioned

**SUMMARY OVERVIEW**

Nicholas Eager is a conscientious, flexible and hardworking individual with a positive approach to change. He has strong problem solving skills, a strong ambition to succeed and achieve targets, good communication skills, both written and verbal, and excellent organisational and time management skills. He is IT literate and has the ability to work using his own initiative or as part of a team. He is reliable and meticulous.

**EMPLOYMENT SUMMARY**

Duration: August 2014 to Present  
  
Client: Kloeckner Metals  
  
Role: Internal Sales  
  
Company: Leeds  
  
Technologies Include: None mentioned  
  
Responsibilities:  
• Responsible for a customer base located in the South Yorkshire/Nottinghamshire area with the aim of increasing and maintaining market share  
• Reactivating dormant accounts and seeking and developing new accounts  
• Providing advice and support to colleagues and managers in terms of knowledge and computer system awareness  
  
Duration: June 2009 to July 2014  
  
Client: TataSteel UK Ltd  
  
Role: Sales Administrator  
  
Company: Leeds  
  
Technologies Include: None mentioned  
  
Responsibilities:  
• Handling customers enquiries either by phone, fax or email  
• Cold calling old and potential new customers  
• Sourcing materials through both internal and external suppliers  
• Liaising with other depots within the organisation in relation to the transferring of material and/or arranging processing  
• Accurate input of customer's requirements onto a computer system  
  
Duration: April 2007 to June 2009  
  
Client: TataSteel UK Ltd  
  
Role: Production Planner  
  
Company: Leeds  
  
Technologies Include: None mentioned  
  
Responsibilities:  
• Organising the production processing of customers orders  
• Integrating sales, processing and delivery on a 'just in time' basis  
• Working with the Team Leaders to allocate the manpower  
• Coordinating the processing of inter depot orders processed on our site  
• Dealing with consumable suppliers and with customers  
• Assisting other departments within the organisation including transport and works administration  
  
Duration: January 1999 to April 2007  
  
Client: TataSteel UK Ltd  
  
Role: Works Administrator  
  
Company: Leeds  
  
Technologies Include: None mentioned  
  
Responsibilities:  
• Dealing with all incoming and outgoing delivery paperwork and ensuring all data was entered accurately  
• Ensuring all outgoing delivery paperwork was ready for agreed time  
• Handling all incoming deliveries effectively and accurately  
• Policing incoming drivers had appropriate personal protective equipment (PPE)  
• Liaising with Transport in cases of allocating trailers for transhipping  
• Communicating with Production Planner with regards to unloading of deliveries straight to processing equipment  
• Inputting data onto database for monthly/yearly analysis  
  
Duration: May 1997 to January 1999  
  
Client: TataSteel UK Ltd  
  
Role: Production Planner  
  
Company: Leeds  
  
Technologies Include: None mentioned  
  
Responsibilities:  
• Scheduling and ensuring orders were processed and delivered on time  
• Learning the capabilities of each machine and increasing knowledge  
  
Duration: October 1996 to May 1997  
  
Client: TataSteel UK Ltd  
  
Role: Commercial Trainee  
  
Company: Leeds  
  
Technologies Include: None mentioned  
  
Responsibilities:  
• Handling customer orders from the initial enquiry through to after sales service.