**Simon Jeffreys**

**C.V**

**Contact Details**

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Mobile: 07494 234 679

Location: Leeds

**Profile**

I am a smart reliable, confident and outgoing individual looking for a permanent full time opportunity in a senior administrative, planning or sales environment. I have been described by previous managers to be a self-motivated and a committed team player providing excellent customer service and administrative skills. I thrive under pressure and also enjoy working in sales environment.

**Employment**

**GB Building Solutions – Customer Service - Planner - Sales Negotiator - September 2014 - To Date**

My first role whilst working at GB Building Solutions primarily was to analyse data and manage stock on new build property construction in the UK. Other aspects of the role included speaking with different customers, business partners and up to 180 operatives and engineers on a daily basis in relation to allocation of work, arranging sub-contractors, ordering equipment, Invoicing and booking Reactive repairs.

My other duties with involved working on the B2B & B2C Sales team using Salesforce CRM handling up to 100 outbound calls each day to property investors and lettings agents worldwide as part of the company’s sales ambition. Other tasks included assisting the partnership and lettings teams with advertising and lettings of new properties within the company’s portfolio. Additional responsibilities included community development project work, credit control, collections, tenancy management, promoting independent living and various other projects.

Salesforce CRM involved working with raw data from a self-accumulated pipeline, working the pipeline & converting them into opportunities and then into lives sales accounts. Also maintaining and managing the accounts and updating them daily via customer contact and social media.

**Agency Temp Roles - March 2013 –September 2014**

**Keepmoat – Customer Service Adviser – May 2014 – September 2014**

Planning – Scheduling – Customer Service – Senior Administration – Reactive Repairs.

**West Yorkshire Probation Service - Case Officer - March 2014 – May 2014**

Senior Administration – Case preparation- Mailbox – Probation Reviews – Front Desk.

**Npower - Data Analyst – Temp - October 2013 – February 2014**

Analysing Data – Data Input – Running Reports – Account Management.

**East North East Leeds Homes – Admin Officer - March 2013 – August 2013**

Customer Service – Lettings – Welfare Reform – Collections – Neighbourhood Officer – City Development – Technical Advise – Building regulations.

**UK Border Agency - Administrative Officer - September 2009 – February 2013**

In my role for the Civil Service I worked in a small team of Immigration officers. My role with the department was varied with daily tasks involving interviewing asylum seekers and making recommendations to grant or dismiss applications directly to the Home Office. Other duties included serving bail papers on the court service and legal representatives, enforcement and removal of over stayers, organising and planning the diary for the daily proceedings at Local County and Crown Courts combining with other day to day supporting admin duties

**Filtronic Cable Communication - Test Technician/B2B Sales - October 2001 – August 2009**

My role at Filtronic started off working in the stores department for the first 2 years; duties included picking, packing and supplying the production lines for manufacture and build. My role then progressed into manufacturing on the production lines and finally into the test department where I was responsible for aligning and testing mobile phone mast receiving equipment via signal generation. This role also involved multi drops and collection of components to suppliers using the company fleet.

**Skills**

Salesforce (CRM)

Fleet Management (Cars & Vans)

Senior Team Member

Team Leader

B2B & B2C Telesales

Customer Service

Senior Administration

Report Writing

Diary Management

City Development

Building Regulations

Data Analyst

Planning

Buying & Invoicing

I.T Help Desk

Proficient in Word, Excel, PowerPoint, V Lookups, Pivot Tables, Siebel, Sage, Delius, Orchard Caps Uniform, Idox, Sap & Fab

Electrical Testing

Manufacturing

Public & Private Sector Senior Administration

**Interests & Hobbies**

My main interests in my life are my daughter Nicole she keeps me Grounded, young, fit & active.

In my spare time I enjoy playing football for my local side, walking and keeping healthy. I also like travel and have an ambition to one day say I have been to every country in the world.

**Education & Qualifications**

Wyke Manor Upper School

GCSE Grades B – C in six subjects

**References & Availability**

References available on request

Available immediately