



Составление резюме на русском  
и английском языках.  
Сопровождение поиска работы.

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## Образец резюме на английском языке

**ALEXANDER SMIRNOV**

**HEAD OF SALES DEPARTMENT**

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Ready for business trips. Ready to move to Moscow.

### SUMMARY

- Head of Sales with over 10 years of business development experience (B2B/B2C sales).
- Project manager with diverse background and ability to deliver the projects on time and budget.
- Team leader with proven organizational and multitasking skills, as well as a creative approach to problem solving.

### COMPETENCIES

- |                      |                                  |                            |
|----------------------|----------------------------------|----------------------------|
| • Leadership         | • Market and competitor analysis | • Sales channel management |
| • Team building      | • Brand portfolio management     | • Contract management      |
| • Strategic planning | • Pricing management             | • Margin management        |

### EXPERIENCE:

#### 10. 2008-07. 2014 Head of Sales

Co.Ltd «HHH group» ([www.nnn-grup.com](http://www.nnn-grup.com)), St. Petersburg

Field of activity: Wholesale of construction equipment

- Sales Management (5 subordinates);
- Work with key customers, eliminating any objections;
- Work with accounts receivable.

#### Achievements:

- Created sales department from scratch. Under my supervision department (5 persons) regularly performed the plan of attracting new customers and sales;
- Led the company 7 key customer (totally up to 50% of orders);
- Developed and implemented the company's sales technology of the technically complicated equipment.

#### 07.2003-09.2008 Sales manager

Co.Ltd «XXX group» ([www.xxx-grup.com](http://www.xxx-grup.com)), St. Petersburg

Field of activity: Wholesale of construction machinery

- Active sales, expanding the customer base;
- Work with key customers, eliminating any objections;
- Work with accounts receivable.

### EDUCATION:

**2003** Saint Petersburg State University of Economics and Finance, St. Petersburg Department of "Economics of Labor and Personnel Management" Specialty: "Personnel Management" Qualification: "Manager" (Graduated with honors)

**2003-2014** Visiting numerous seminars and training sessions for sales and customer service ("Cold calls", "Sales method SPIN", «Active sales", "Sales of services", "Tough negotiations", "Work with objections," etc. )

### ADDITIONAL INFORMATION:

**Foreign languages:** English - advanced.

**PC skills:** advanced user (MS Office; CRM; 1C).