

CURRICULUM VITAE

For

Harry Burt

Currently Resides: Telford

Own Transport: Yes

Qualifications: GCSE's

Software Skills: MS Office, Bespoke Systems

Contact number: 07983090786

Email Address: harry.burt@hotmail.co.uk

Notice Period: Available immediately

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PROFILE

I am a confident, personable and driven individual who is looking for a new opportunity in either inbound sales or recruitment. I am an exceptional relationship builder, both over the phone and face to face and have experience selling both over the phone and face-to-face. I have a true willingness to learn and come highly ready for an interview.

EMPLOYMENT HISTORY

March 2024 – March 2024 Premier Garden Supplies

Transport co-ordinator

- This is a 360-transport role, from selecting orders that need to be picked and packed on the day to putting them orders out to the warehouse for picking and packing.
- I had to figure out what we could deliver on our own vehicles and what needed to be shipped via courier.
- This employment did not work out as planned for me and the employer as we both agreed I was not the right person for the role moving forward.

April 2023 – February 2024 AMP

Transport Planner

- I planned 25 vehicles routes Monday to Friday every week. We have three main vehicle bases in the North of the Country and 4 in the South. This is to help us cover all the busier areas more effectively and to be able to make the routes for the drivers more efficient and help increase profit margin, as the business model is low margins, but high volume.
- I planned 2-3 days ahead, based on current orders that have come into the system and then add to this during the week with new orders, with an aim of not having any outstanding orders by every Friday, to allow us to not be on catch up on a Monday.
- I worked closely with the customer service and sales team to allow us to prioritise the customers and make sure we do our best to help them even at the last minute of the day if we can. Our customers are in a level system (1,2 and 3) so if we are tight on resources and an external haulier is not an option, we would prioritise our resource towards the level 1, then 2, then 3 customers.

April 2021 – March 2023

Epwin Group

Transport administrator/Transport planner

- I planned 26 vehicles routes Monday to Friday every other week. The other transport planner does the planning on the opposite week. On my off week from planning, I do all other transport administration duties. This includes all invoicing, speaking to drivers to get ETAs for deliveries, checking delivery paperwork and filling out multiple data sheets.
- Before being offered the role of a transport planner my main role was to call up or email customers to ask if they have any empty stillages that the product they have sent to them comes in. This is important, because these come back on our drivers to go to production plant, to be re-used for future stock to be stored in.

May 2020 – March 2021

Eden Horticulture

Purchasing Assistant

- Speak to suppliers from all over the world daily to make new orders or chase up when current orders may arrive.
- Update in-house system, with results of supplier conversation and relay to manager in weekly meeting.
- Control goods in, for example checking items on containers against what the supplier invoice/packing list says and then speaking to the supplier if we have any discrepancies.
- Work closely with people across the business, and make sure that we are all working on the same page and that there are no mistakes, due to a lack of miscommunication.
- The reason I would like to move back into a recruitment or sales role is because I would like to have a more sales targeted role and be able to prove to myself that given a longer period of time than I had in my that I can progress and go further within recruitment or sales.

January 2020 - April 2020

Nova Training

Recruitment Consultant

- Contact companies we had previously worked with or never worked with before and find out whether they had any opportunities to take on new apprentices within their business
- Arrange meetings with Clients face to face to secure a vacancy
- Advertising of vacancies
- Resource, interview and submit candidates
- Unfortunately, my contract was terminated along with 6 of my colleagues, due to the current climate of the business and all the things that are going on at this current time

November 2019 – December 2019

YourMobile

Telesales Executive

- Making 100+ outbound calls per day
- Business to business sales
- Generating leads for account managers
- Following up on lapsed leads
- Upselling and link selling

March 2019 – October 2019

Telford Golf and Country Club

Assistant Golf Manager

- Management of all sales and business development within the store
- Purchasing of all stock
- Carrying out all stock checks
- Maintaining inventory
- Managing all customer service queries
- Management of all day to day admin duties

September 2018 – March 2019

The Belfry

Training Contract – 6 Month FTC

- Custom fitting training
- Operations management training
- Insight into corporate operations
- Customer service

April 2016 – September 2018

Carden Park

Golf Operations Assistant

- Ordering stock
- Inventory checks
- Stock control
- Customer service
- Marshalling
- Management of Buggy Hire

- Dealing with queries and complaints

April 2015 – April 2016

American Golf

Sales Assistant

- Customer service
- Working towards targets and KPI's
- Sales advice on fitting and pricing
- Dealing with queries and complaints

EDUCATION / QUALIFICATIONS

September 2009 - July 2014

Thomas Telford School

- 12 GCSEs graded A* to C.
- Includes 3As in ICT and an A in Business Studies.
- B in Mathematics, a C in English Language and a B in English Literature.