

Jacob Reid

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I am an enthusiastic, self-motivated, reliable, responsible and hard working individual . I take great pride in whatever task I have at hand and I am very adaptable to all challenging situations. I am able to work well in a team environment , never afraid to get stuck in. I am able to work well under pressure and adhere to strict timed deadlines and targets.

Work Experience

Regional Sales Representative

Sommers Waste Solutions Ltd-Luton
September 2023 to Present

- Phoning and emailing old and new leads trying to regain or gain there business for there waste removal.
- Meeting with business owners to discuss ways of managing there waste removal on there business premises.
- Setting up contracts for new businesses and existing businesses.
- Going to different towns and cities around the south east and midlands and introducing myself and the company on ways we can save them money every month on there waste collections.
- Using Microsoft Programmes to make sure data and information is stored accurately.
- Using the companies CRM system on a daily basis.
- Hitting monthly sales targets. Every month these targets will go up to adhere by the companies financial targets. (Period of a year I hit target every month)

Sales and Administration

The Magic Touch Ltd-Dunstable
March 2022 to August 2023

- Answering inbound phone calls- taking phone orders, passing them through to different divisions within the company , booking meetings with potential future customers.
- Making outbound calls to try and upsell products to clients who haven't purchased in a while.
- Phoning couriers tracking orders for clients.
- Answering emails that come through to a generic email address.
- Meeting customers face to face and having meetings with them.
- Using Microsoft Programmes such as Excel to maintain stock levels for the end of year stock take.
- Phoning customers for payment of their account at the end of the month.
- Using SAGE to process orders from suppliers or customers.

Trainee Recruitment Consultant

Major Recruitment Ltd-Newcastle upon Tyne
February 2021 to March 2022

- Phoning applicants that have applied for a role to discuss the role further and getting them booked in for an interview.
- Emailing job specifications over for CVS that have been approved.
- Phoning and emailing potential candidates regarding there CV, using sites such as Indeed, Reed,

Totaljobs etc

- Booking people in for registration with ourselves then following up the process by passport/ID checking, bank details, national insurance number etc
- Phoning clients and getting candidates in for them- this included getting new candidates registered with ourselves.

Receptionist

Howden Insurance Brokers-Bedford

September 2017 to January 2021

- Answering phone calls from the switchboard and transferring them to the relevant department.
- Meeting and greeting clients at the front of reception and taking them to the meeting room which has been booked and replenished by me or one of the team.
- Booking hotels for members of the company who need to travel for a meeting somewhere, whilst keeping the costs down for the company.
- Replenishing meeting rooms and keeping them to a clean standard.
- Delivering the incoming post to people around the office.
- Sorting out travel arrangements for senior management.

Business Administration Apprentice

ALF Aquatics Ltd-Bedford

May 2016 to August 2017

- Phoning customers up trying to up sell products that were getting discontinued- rewarded with commission which I got mostly every month.
- Processing sales orders using a in house system
- Planning routes for orders to go on to, had to be done geographically round the United Kingdom
- Filing away invoices
- Using a PDQ machine to take payment from customers over the phone and in person.
- Placing orders with suppliers for products whilst staying in a budget.
- Emailing couriers for orders we have placed so we can communicate with the goods in department and letting them know when we can expect delivery.

Education

A Level in English Writing in Reading & Listening

Skills

- Administrative experience
- Leadership
- Computer skills (5 years)
- Organisational skills
- Communication skills
- Customer service
- Microsoft Office

Certifications and Licenses

First Aid Certification