

FULL NAME

Experienced XXXXXXXXXX professional

☎: 000000000 | ✉: hello@gmail.com | Address

Dedicated and results-driven professional with a proven track record of success in [your field or industry]. Possessing a unique blend of [key skills such as leadership, problem-solving, or technical expertise], I bring a dynamic and innovative approach to every project. With a keen eye for detail and a commitment to excellence, I have consistently delivered high-quality results in fast-paced and challenging environments.

KEY SKILLS

Critical thinking	Problem-solving	Decision-making
Verbal communication	Written communication	Presentation skills
Planning & Organisation	Team management	Conflict resolution
Customer services	Team development	Stakeholder management
Web development	Programming - Python, Java	Database management
Flexibility	Accuracy	Fluent in French & German

CAREER HISTORY

Export & Import Manager A&B Shipping Ltd

Oct 2017 – Present

Managing daily import and export activities between the EU and Great Britain. Completing quotations and price negotiations of goods, quality control of products, managing key accounts, overseeing all orders from start to finish and meeting export/import targets. Increased revenues by circa. 70%

Key contributions include;

- Developing the business by actively researching products and customers and maintaining existing key accounts.
- Significantly increased companies' import and export revenues and recognition in the 'Alantra Fast 50' as one of the fastest-growing pharmaceutical exporters.
- Growing the business from a few customers in 2 EU countries to exporting to over 10 EU/EEA countries with 30+ customers.
- Introduction of products sourced from the wider market in UK, which had never been explored by the company.
- Growing the product range and quantities exported, developing new business, and finding new leads.
- Increasing the team of pickers/packers for export by 60% to meet tight deadlines and to maintain growth.
- Liaising with key accounts, building, and nurturing relationships.
- General admin on customer/supplier accounts including payment chasing and dealing with queries and returns.

Import Coordinator
C&D Shipping Ltd

Oct 2015 – Oct 2017

Responsible for working within a desiccated team managing shipments from the Far East for a number of key retail brands and ensuring full Customs compliance.

Key contributions included;

- Completing import Customs entries for a variety of commodities using CargoWise software.
- Calculating import duty, VAT and freight costs accurately.
- Ensuring the correct commodity codes are used to classify the goods for Customs purposes.
- Arrange the final delivery with haulage companies, ensuring time frames and SOPs are fulfilled.
- Developed great knowledge of the international trade, Customs procedures and account management.

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EDUCATION

- 2012-2015: University of Southampton - BA Politics (Honours): Grade: 1st, Relevant modules include Political Economy, Economics for business, International relationships, Statistics & Accounting.
- 2000-2012: Testwood School, Totton – GCSE's Maths 8, Science 6,6, English 7, Geography 5, Business Studies 5, Art 7

References available on request