

Student Name: **Shirina Begum**

Student ID: **1912208**

Module Code: **BMSW4005**

Assignment Section: **Professional
Career Development. Task 2(Job
Advertisement, CV and Cover
letter).**

Lecturer's name: **Olubukola Adegbite**

Job Advertisement.

Sales & Business Advisor

- Leicester (LE4), [Leicester](#), LE4 9HA
- £18,000 per annum + Commission
- [Rhino Trade Insurance Services](#)
- Permanent
- Recently
- [Check your FitScore](#)

Sales & Business Advisor

Rhino Trade Insurance Services are a UK based trade insurance company & broker that serves the self-employed tradesman community. We offer online employers and public liability insurance, tools in transit insurance, legal expenses insurance and tax fee protection insurance at affordable premiums for self-employed tradesmen.

Sales & Business Advisor Role:

Exciting opportunity to help spearhead the newest venture of successful insurance business Vantage Protect Ltd. The candidate will be joining a growing new team of sales and business advisers led by a proven Sales Manager and Commercial Director. The role will require the candidate to fulfil all aspects of new business from prospective to existing clients over the phone. The role will require the candidate to process incoming new business and upsell/cross sell additional and alternative products to new and existing clients in order to maximise sales. The candidate will manage client accounts accordingly and ensure individual targets and KPI's are achieved. Growth opportunities will become available as the business succeeds and expands.

Sales & Business Advisor Responsibilities:

- Answer incoming new business calls, managing client accounts, accordingly, upsell and cross sell additional products
- Contact current customers to promote additional products and services
- Build and nurture lead portfolio to convert to sales
- Carry out dedicated outbound sales campaigns to existing and potential clients
- Build relationships with potential clients to nurture and convert leads
- Work closely with marketing department to follow up on email/online campaigns
- Contact new registrations to help and further promote Rhino Trade Insurance and the services we offer
- Respond to online form submissions and any new enquiry emails
- Handle inbound enquiries from partner referrals
- Adhere to compliance requirements
- To maintain a high degree of product knowledge
- Achieve KPI's (see KPI document)

Sales & Business Advisor Skills:

- Confident Telephone Manner / Communication Skills
- Ability to work towards targets and KPIs
- Attention to detail
- Object handling / Cool Tempered
- IT literate

To be considered for a position as a Sales & Business Advisor at Rhino, please APPLY NOW with an up to date.

- **Contact:** Dipul Vaitha
- **Reference:** Totaljobs
- **Job ID:** 90890185

Curriculum Vitae (CV)

SHIRINA BEGUM

50 MEADOW AVENUE, LOUGHBOROUGH, LEICESTERSHIRE, LE11 1JT

07427472752

Shirina21181@yahoo.co.uk

PERSONAL PROFILE

I am currently a student at Birmingham University completing my first year Workplace Skills. I have developed an excellent analytical and leadership skill through my course. I describe myself as dedicated, organized and methodical individual with extensive of working with children in schools, call centers, sales and customer focus roles. I possess good interpersonal skill and excellent teamwork skill as I am keen to adapt and develop new skills. I often seek new responsibilities within a wide range of employment area. I have a dynamic approach to work, and I can identify and develop opportunities.

KEY SKILLS

- **Excellent communication and interpersonal skills.**
- **Skilled in working within target driven environments**
- **Ability to priorities workloads and work well under pressure.**
- **Can work within a team and is equally effective on own initiative and unsupervised.**
- **Computer literate with skill in using Microsoft Packages.**
- **Excellent customer service skills.**

WORK EXPERIENCE

SK Childminding & Preschool (Childminder assistant/Team leader)2018-2020

- Working along with EYFS Statutory framework.
- Following government guidelines to care and set standards for learning development.
- Observing and assessing children then producing reports and completing progress forms and reports.
- Promoting, advertising and organizing displays. (IT Literate)
- Great communication skill with parents and other professional bodies.
- Used Microsoft packages.

Leigh Primary School (Teaching Assistant)2013-2014

- Working with year 3 & 4 children in small groups.
- Supporting the teacher to prepare task, lessons and mark workbooks.
- Photocopying and preparing worksheets for lessons.
- Listening to children read and marking their progress report.
- Taking lead of the class and asking their views and opinions.

St Marys' Catholic School (Teaching Assistant)2012-2013

- Working with year 5.
- Helping groups prepare for presentation using Microsoft .
- Photocopying and creating wall displays.
- Marking workbook.
- Updating spelling and reading progress.

Child protection UK Ltd (Tele sales Assistant) 2005-2007

- Excellent communication and customer service skill.
- Dealing with outbounds calls.
- Achieving and surpassing set targets.
- Promoting and advertising.

Child watch UK Ltd (Tele sales Assistant)2003-2004

- Contacting local businesses throughout the UK and Ireland for sponsorships.
- Achieving and surpassing targets.
- Dealing with outbound and inbound calls.

Indian Palace ltd (Bookkeeper)1998-2002

- Handling receipt journal.
- Petty cash transaction recording.
- Keeping record of invoices paid by the business.
- Preparing book for the accountant.

EDUCATION HISTORY

University of Wales Trinity Saint David, Birmingham (2019-2020)

- **Leadership and Management, Skill for the Workplace(CertHE)Level 4**

(Academic & Employability, Digital & Research Skills, Problem Solving & Decision Making, Effective Teamworking & Communication, Managing Enterprise in the 21st century and Professional Career Development).

Tameside College, Ashton Under Lyne(2013-2014)

- **NCFE Level 2 Supporting Teaching and Learning in school**

Manchester college, Manchester (2012-2013)

- **Level 2 Functional Maths.**

Mid-Kent college (2000-2001)

- **Level 2 Bookkeeping (Preliminary Matters credit control in Book-keeping)**

Hyde Technology School (GCSE) 1993-1998

- **Maths- D**
- **English Language-C**
- **Art & Design-B**
- **Bengali-B**
- **English Literature -C**
- **Design Technology-C**

ADDITIONALS.

- **Clean Driving License.**
- **Pediatric First Aid.**
- **Completed an Early Years SEN Inclusion course.**
- **Awareness of Child Abuse and Neglect-core V5.**

REFERENCES

Mrs. Shabana Khan (Manager)

SK Childminding and Pres-school

Nashta2006@gmail.com

Mrs. Paula Carson (Manager)

Child protection UK Ltd

Paulacarson970@gmail.com

Cover letter.

Shirina Begum
50 Meadow Avenue
Loughborough
Leicestershire
LE11 1JT

Dipul Vaitha
Rhino Trade Insurance Services
Windsor House
Humberstone Lane
Thurmaston
Leicester
LE4 9HA

7th October 2020

RE- SALES & BUSINESS ADVISOR (REFERENCE: TOTALJOBS.JOB ID :90890185

Dear Dipul Vaitha,

I am writing this letter of application as I am interested in the job vacancy advertised above. It is with great interest that I am presenting my CV for the position advertised in Total jobs. I am greatly interested in this position and I believe that I may be the perfect candidate for this position as I am currently studying Leadership and Management, Skill for the Workplace(CertHE)Level 4 at University of Wales Trinity Saint David in Birmingham. I have plans to obtain a BA Honors degree within a further two years of study. During this course I have worked confidently and efficiently with the Microsoft Office and I am particularly skilled at formatting documents and presentation.

I am an effective team worker who can develop good working relationships with colleagues and managers. I have experience as Sales Advisor with various within various industries. Main responsibilities included handling customers over the phone, answering, and solving their queries. I believe that a deep knowledge of product/service to sell is a must for this position, therefore I have participated ongoing training offered by previous companies.

Great communication and selling skills have been developed through the years and I am now a resourceful and committed Sale Advisor, able to meet and overcome targets.

I would be pleased to attend for an interview at your convenience to allow me to discuss my experience and qualities further. My full detail can be found on my CV. Many thanks for your time and I will wait for your reply in anticipation.

Yours sincerely

Shirina Begum