

Name: Islam Uddin
Certificate of Higher Education in Employability Skills
LEVEL 4
Professional Career Development
BMSW4012
PART 2
Module Lead: Muhammad Cassamo

Company Name: Auto Car dealership

Job Title and Salary	Sales Executive - £40,000 per annum.
Hour Requirement	Full time Monday-Friday (40 Hours per week)
About Us	Auto Car dealership is a car dealer located in Newport City Centre, NP20 2XX, specialising in new and used high performance vehicles made by prestigious car manufacturers. We pride ourselves in providing the highest quality vehicles at the lowest prices possible whilst maintaining high standards of customer service to provide a delightful buying experience. The Sales Executive will report to the branch manager and will work closely with the credit and finance departments. The role includes working with customers to both promote and sell vehicles whilst creating long term client relationships to ensure sustainable growth of the firm. We are looking for a motivated individual with an interest in sales and exceptional interpersonal, persuasion and negotiation skills.
Job Responsibilities	The day to day responsibilities include: • Greeting customers and inviting them to view the showroom. • Listening to and understanding customers needs to match them with the ideal vehicle. • Demonstrate vehicles including taking customers on test drives. • Providing accurate and well informed responses to any customer queries. • Prepare the necessary contracts and paperwork to complete the sale. • Negotiate within the boundaries of what the Branch Manager agrees. • Maintain relations with the customers to provide after sales care. • Promote any additional services including MOT, car valeting etc.
Qualifications required	• Proven sales experience in any field • A valid UK driving license • GCSE grades (A-C) in English and Maths. • Degree level qualification or Level 6 equivalent.
Preferred Skills:	• Familiarity with sales software, particularly excel. • Ability to speak multiple languages to maximise sales potential and strengthen client relations. • Excellent negotiation and persuasion skills
Benefits	• Paid Holiday up to 28 days. • Sick leave. • Pension scheme. • Private healthcare. • Staff discounts on purchasing vehicles.

Cover letter

Islam Uddin

10 Mendalgief Road

NP20 2HF

Newport.

Dear Hiring Manager at Auto Car dealership,

I am writing to express my interest in the Sales Executive position at Auto Car Dealership, as advertised. As a person with extensive experience in client relation roles at previous companies, combined with my passion and knowledge of high performance vehicles I believe I am the perfect candidate for this role.

Over the past 16 years, I have gained crucial experience in customer-facing roles, where I gained numerous skills including communication, persuasion and negotiation skills. My previous role as a Sales Director at Eco Foods involved engaging with a large book of customers, understanding their needs, and maintaining long term relationships to ensure a recurring customer base, which I believe will be crucial for this role.

I take pride in delivering exceptional service and ensuring every customer leaves feeling informed and satisfied. My enthusiasm for vehicles, combined with a keen eye for detail and a commitment to achieving sales targets, makes me a strong candidate for this role. I am confident in building lasting relationships with clients and helping them find the right vehicle to suit their needs.

I currently hold a full UK driving licence, have all of the necessary qualifications and am comfortable with keeping up to date information on stock and any updates, as I regularly did in previous roles. Furthermore, I am more than comfortable in operating sales management software such as CRM and Microsoft Excel to manage stock and sales.

I would be more than glad to join your team and am eager to hear back from you. Thank you for considering my application. I am available for an interview at your convenience and can be reached at 07888 888888 or via email islamu78@gmail.com.

Yours sincerely,
Islam Uddin.

Islam Uddin

10 Mendalgief Road
Newport, NP20 2HF
07496304114
islamu78@gmail.com

EXPERIENCE

Sales Director , Newport —Eco Foods

August 2009 - PRESENT

Further developed communication, negotiation and digital skills by using them daily in sales pitches, client dinners and organising stock. Also used negotiation to hit sales targets every quarter.

Customer Service representative, Newport — *LS paper company*

July 2002 - July 2009

Developed customer service skills and gained significant experience in communicating professionally with customers, forming long term relationships.

EDUCATION

Cardiff University , Cardiff — *BSC Hons in Business Administration*

September 1999 - August 2001

Developed further bookkeeping and business related skills by learning and practicing sales pitch technique and day to day organisation and running of businesses.

Newport High School, Newport— *GCSEs and A levels*

September 1995 - August 1999

Achieved 5 pass grades at GCSE including English and Maths above grade C. 3 Passing A level grades also.

SKILLS

Communication.

Negotiation.

Digital stock management.

Ability to thrive in high pressure environments.

LANGUAGES

English (Native)

Bengali (Native)

Urdu (Proficient)

Hindi (Proficient)

