

## **Nigel**

Date of Birth: 13<sup>th</sup> December 1950

### **Profile**

Under my doctor's advice I am seeking new employment as I have Osteo-Arthritis in my neck with the result that I have to avoid any extra heavy lifting.

With over 17 years experience of working in sales I am an effective communicator, organiser and capable of getting the job done. I have a positive, friendly but professional attitude to work and using my initiative can usually overcome whatever problems arise in my work.

My departure from my last employment comes with great sadness, as over the last six years I have met a lot of nice people, who have become friends and I miss them dearly.

### **Career Summary**

#### **Sales & Marketing**

The Book Shop                      1992 – 2000

- Finding new customers, which was sometimes difficult, as there is a lot of competition in the field.
- Serviced customers & placed orders, often dealing with quite irate situations
- Balanced accounts and chased those customers who were behind with payments
- Stock control

#### **Owner/Self-employed**

Greens Greengrocer                      1982 – 1992

- Ran a small business, from purchasing of stock, customer care, accounts and overcoming minor and major problems

#### **Sales Person**

Panes Windows                      1981 – 1982

- Cold calling and product presentation
- Surveying and completing sales
- Left due to company being unstable and unethical

#### **Sales**

Wot Car                      1970 – 1981

- Sold second hand vehicles

- Processed paper work and handles all after sales

### **Education**

Priory second modern school

6 O' Levels: Mathematics, English, Chemistry, History, Geography and Art

(unfortunately due to illness prior to sitting exams I did not get as good grades as anticipated)

### **Personal**

Married for 28 years

Three children aged 28, 25, and 17 and one dependent

Health: pretty good now

### **Hobbies and Interests**

Socialising, playing chess, reading and keeping fit