

James Wallesby

Address (Optional - often used for screening purposes). Tel (Mob & Business) email

Profile

A chartered accountant with broad experience in General Management, where a financial background and solid achievement of key financial goals has complemented man management and commercial leadership skills, particularly in planning, budgeting and in the creation of a lean efficient organization geared to profitability. (Tip: adapt profile to fit role applied for (relevant and succinct); Use third person throughout

Key skills (Tip: if possible qualify your skills with some additional information)

- Good communicator both up and down the organization on commercial matters.
- The ability to listen, gather relevant facts and take decisions.
- Recognising what reflects "good customer service" and gearing the organisation to ensure delivery.
- Constant development of the ability to decide what, and to whom to delegate and the level of discrete control to exercise.
- Patience and tolerance with staff "trying their best".
- Leadership skills compatible with the development of a team effort atmosphere.
- Ability to work effectively with staff from other countries.

Achievements (Tip: use 'Action words':- quantify these where possible as they add power and show dates achieved)

for Andover plc

- Created an objective driven culture where key team members contributed to setting the objectives and were committed to their achievement.
- Developed profit awareness at all levels resulting in an annual average of 7% growth in profit between 2007-2012.
- Significant 28% reduction in customer complaints during 2007.
- Eliminated key staff erosion to competitor companies.
- Created an environment where staff felt fulfilled by their roles via interactive feedback and active listening.
- Between 1998 & 2006 sales growth was consistently above 15% p.a. with profits trebled.

for Supafine Ltd

- Improved time management efficiency by 25% and improved order hit rate from 20% to 30% during 1997.

Career History (Tip: Outline key responsibilities and show company's main activity, general location, size (£) and employee numbers)

Andover plc

1998 - Present

Andover is a £xxx m company in the consumer products sector with yyy employees. It has operations in 20 countries and a UK office in Basingstoke.

General Manager Sales & Marketing

2006 - Present

Reporting to the Board, managed all aspects of sales force administration and management, from the recruitment, training, supervision, and performance

appraisal to remuneration. Sales team including over sixty supervisors (male and female).

Directed and controlled the creative and direct work of eleven marketing executives, including briefing advertising agents and presenting recommended campaigns to the board for final approval.

Sales Manager

1998 - 2006

Managed and motivated the sales force, including setting performance standards and, in conjunction with senior management, selecting products for special promotion.

Supafine Ltd

1996-1998

Supafine is a £33m organization in the UK services sector with 300 employees.

Sales Supervisor

After just over a year as a representative, appointed supervisor with a team of ten representatives with the primary task to ensure that they used their time to maximum advantage, both when planning their work and when face-to-face with a customer.

Bromsgrove Ltd

Sales Representative

1994-1996

£35m Family business in West Midlands selling tailor made business systems.

Jobling and Partners

On site Auditor

1990 - 1994

Education/Training

2005 Prince 2 Practitioner

1992 Chartered Accountancy Qualification

1989 MSc- Financial Management LSE

1988 BSc (Hons) Economics University of Birmingham

(Tip: only show most recent/relevant qualifications, if significant additional training show on appendix. Also show here membership and level in relevant professional bodies and any honours/awards received)

Languages *(Tip: Show level of attainment- Bilingual, Fluent, Conversational, Basic)*

French- Bilingual ; Spanish Fluent; Italian Conversational

Other

LinkedIn link if appropriate (can show in header on Page 1 if you wish)

Gardening, golf, keeping fit

Willing to relocate

British Citizen *(Many companies now asking for this)*

Volunteer with Age Concern

General Tips: Account for any gaps in the dates with explanations

Keep wording succinct and absent of unnecessary 'fluff' (eg Dynamic, enthusiastic, driven, approachable etc- everybody says that)

50 keywords that describe you and what you are looking for, key skills and achievements should be present in the CV. Vital for getting out of databases in any search