

ingenia

CANDIDATE SUMMARY

Reference 4411

If this person appears suitable for a position within your company, please call 0191 4155010.

PROFILE:

- **We guarantee this candidate has been interviewed.**
- Has worked in the motor trade for around 3 years and has experience of:
 - MINI and BMW franchises.
 - Checking accuracy of paperwork.
 - Handling customer queries/complaints.
 - Following up tender documents.
 - Organising vehicle spec and body builds.
 - Ordering vehicles.
 - Booking vehicles into workshop.
 - Bringing new and used vehicle into stock.
 - Paying off settlements.
 - Logging consignment notes.
 - Vehicle history checks.
 - Splitting deal files.
 - Registering finance products.
 - Dealer transfers.
 - Producing stock reports.
 - Overseeing vehicle payments.
 - Invoicing cars.
 - Checking/inputting dealer bonuses.
- Confident when using computers and has Kerridge experience.
- Considers herself approachable, determined and hardworking.

CAREER:

- 06/17 - 02/18 - Administration Assistant/Auditor - (Franchised dealership).
- 05/16 - 05/17 - Deal Maker - (Vehicle finance company).
- 05/15 - 05/16 - Receptionist/Administrator - (Franchised dealer group).
- 11/14 - 05/15 - Various Part Time Roles.
- 05/04 - 11/14 - Collections Advisor - Debt Recovery Agent - (Finance company).
- 01/02 - 05/04 - Customer Service Rep/Sales Support - (Bank).
- 1981 - 2001 - Various Jobs Outside the Trade.

TRAINING:

- Various Dates: - NVQ level 2 in Business Admin. & Customer Care - (Certificates not seen).

PERSONAL:

- Status: Female, Partner, 2 Children.
- Resides: Consett area.
- Driving licence: Full.
- Interests include: Caravan, dog walking, arts & crafts.

POSITIONS OF INTEREST:

- Sales Administrator/Receptionist/General Administrator.

SALARY EXPECTATION:

- Min. £7.80ph.

CV may be available subject to candidate approval.