

To: HR Manager / Manager in Charge,

Dear Sir/Madam,

This is to express my interest concerning available opportunities within your esteemed organization.

Attaining confidence that I will be an asset to your company, I would appreciate your reviewing the enclosed resume that represents my experience and skills.

I have demonstrated my skill in new business development and growing existing business by means of innovative thinking and an analytical approach to identify problems and opportunities. I have the ability to work on my own initiative or part of a team and enjoy taking responsibilities with good management and decision-making skills. My leadership skill has given me the ability to understand the characteristics of diverse groups and motivating them towards achieving a common goal. These skills have allowed me to establish/launch successful projects/programs over the years.

Accepting challenges is the foundation of my method in growth and I believe is what has shaped me into the self-motivated and confident person I am. You will find in me a committed person who takes pride in being direct, spontaneous, expressive and a person who approaches situations differently. I would appreciate greatly the prospect to meet and further confer my experience and your positions.

Thank you in advance for your consideration and awaiting your response.

Yours Faithfully,

Bradley Taylor.

Bradley Jude Taylor

Address: 7 Chandra-Wettasinghe Mawatha, Nawala, Koswatte, Colombo, Sri Lanka.

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Email: taylor.bjt@gmail.com

Profile

Self-motivated and goal oriented team player willing to accept any challenge. Able to take own initiatives and achieve set targets to develop business and meet budgets. Strong communication skills improve networking capabilities and strengthen relationships with customers as well as colleagues. Also have been selected to represent Cinnamon Grand as part of the “Young Fora”; A selected leadership program run by John Keells.

Meyers-Briggs Type Indicator : ENTJ

Career History**Corporate Sales, Cinnamon Grand, Sri Lanka. (February 2008 – Current)**

Promoted to the Sales department as a corporate key account manager.

Duties:

- Management of top-level to medium-level corporate establishments, The European Chamber of Commerce as well as foreign missions belonging to the European Union.
- Creating new profitable accounts to the company.
- Monitoring and managing current accounts to highest satisfaction.
- Increasing profitability through servicing of accounts.
- Participating in PR Activities to enhance customer relations.
- Maintaining own financial reporting system.
- Using financial reports and trend analysis for projection of account growth and achievement of quarterly budgets.
- Coordinating with service departments to maintain a high level of quality of service.

Front Office Operations, Cinnamon Grand, Sri Lanka. (November 2007 – February 2008)

Recruited as a Front-Office Executive.

Duties:

- Overall smooth running of front-office department.
- Managing room inventory to increase sales turnover.
- Ensuring guest satisfaction by coordinating and providing hotel services on time.
- Verifying reservations of all incoming guests to the hotel.
- Managing cash counter and balancing daily floats.
- Training new recruits in operations and department coordination.

Member of “Think-Tank”

A team comprising of members specialized in specific fields from each department with the purpose of collaborating and conceptualizing ideas new and unseen to Sri Lanka.

Duties:

- Bringing innovative concepts to management.
- Planning and reviewing projects for future implementation.
- Overseeing implementation of projects.
- Catalyzing processes to facilitate guest servicing and enhance hospitality.
- Increasing hotel revenue by a designated amount, annually.

Information Technology, Glen Waverly Lodge, Australia. (January 2005 – December 2005)

Employed part-time contractually as a network administrator and systems maintenance personnel.

Duties:

- Maintaining a network environment of 36 client computers, 2 servers and 1 mail-server.
- Administering networking operating systems such as UNIX and Windows NT Server.
- Supervising the servicing network communication equipment such as routers and switches.
- Establishing network diagram and addressing structure along with senior administrator.

Business-development, Jahni King Cleaning Systems, Australia. (January 2005 – December 2005)

Employed part-time contractually as canvassing agent and supervisor.

Duties:

- Developing business from a zero-base client portfolio.
- Searching for new project companies setting up factories in suburbs.
- Increasing sales through creating brand awareness.
- Communicating with corporate clients and establishing relationships.
- Maintaining relations with existing clients through trouble-shooting and providing a high level of customer care.
- Supervising fittings of cleaning systems at new establishments.
- Supervising demonstrations of usage to new clientele.

Student Trainee, Pronto Software, Australia. (September 2001)

A student placement program organized by Bentleigh Secondary High School to gain experience in a field relevant to their chosen paths of specialization.

Duties:

- Assisting in the establishment of networking infrastructure.
- Assisting in the establishment of internet protocol addressing schemes.
- Assisting in the installation of various server systems (mail, file, storage).
- Assisting in the maintenance of server farms.
- Assisting in customer service and problem solving via electronic media.

Professional Qualification

MBTI Type Training and Selling by Fritz Bangert (2012)

Customer service and professional sales training held by EHMA (2011)

- **Chartered Institute of Marketing – Diploma Level (2009 – Current)**

Undergoing examinations for Chartered Institute of Marketing's "Diploma Level" Stage 2 at Next Institute of Education.

Diploma in Airline Ticketing; marketing, fares, reservations, GDS systems and airport handling.(April 2006 – July 2006)

IATA Academy Colombo (April 2006 – July 2006).

Advanced Diploma in Computer systems engineering and networking technologies. (2003-2005)

Holmsglen TAFE, Melbourne, Australia.

Educational Qualifications

- **Bentleigh Secondary High School, Melbourne, Australia. (2000 - 2002)**

Subjects Undertaken:

Advanced English

Mathematical Methods (Advanced Mathematics)

Psychology (Final Units)

Accounting (Final Units)

Literature

Information Technology (Enhanced studies)

Lyceum International School, Colombo, Sri Lanka. (1996 – 2000)

Alexandra College, Colombo, Sri Lanka (1993 – 1995)

Extra Curricular Activities

Captain of Western Provincial Team at the International South Asian Karate Tournament, Sri Lanka.

Victoria Under 21 Mixed Martial Arts champion, Australia.

Captain of the Lyceum Karate Squad, Sri Lanka..

Attained 3rd Dan Black Belt in Goju-Ryu Karate Association, Australia.

Attained 2nd Dan Black Belt in Shito-Ryu Shoyoukan Karate Association, Sri Lanka.

Hobbies & Interests

Producing electronic music and currently working on a studio album.

Keeping up to date with current affairs and world economic issues.

Participating within group sports activities such as football and rugby.

Increasing level of fitness through fast-paced sports such as squash.

Referrals

Country General Manager - Shehan Anthony Mohamed

Expeditors

Suite 4B The Landmark Building

#385 Galle Road, Colombo 3, Sri Lanka

Phone : 0777 278 452

E-Mail : shehan.mohamed@expeditors.com

General Manager - Dushantha Ranaraja

Haycarb

Liaison Office in SL

12th Floor DHPL Building

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Colombo 2, Sri Lanka

Phone : 0773 178 110

E-Mail : dushantha.ranaraja@tetrapak.com

Charitha Wijewardane

(Previous Country General Manager of IBM Sri Lanka)

Phone : 0777 344 870

Maneesha Fernando

Phone : 0777 780 023