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| Euro pass  Curriculum Vitae | |
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| Personal information | |  | | | | | | | | | | | |
| First name(s) / Surname(s) | | Elvis Koleka | | | | | | | | | | | |
| Address(es) | | Rr; “Ali Demi “, Pll 135, Shk 1, Ap.6 | | | | | | | | | | | |
| Mobile(s) | | +355 6820 84226 | | | | |
| E-mail | | ekoleka@gmail.com | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Nationality | | Albanian | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Date of birth | | 27/03/1974 | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Gender  **Work Experience** | | Male | | | | | | | | | | | |
| Dates  Occupation or position held  Main activities and responsibilities  Name and address of employer | | May 2008  **Sales Area Manager** ( current )   * Supervise and support the Telekom exclusive shops standards and the sales representatives. Sells the organization's products and/or services to established customers or by developing new prospects within assigned territory. Responsible for maintaining sustainable records of sales achievements/quotas. * Prepare the monthly target for all shops * Checking the knowledge of the sales operators (tariffs, services and special offers) and the ability of presenting them to the clients according to Telekom Training standards. * Supporting Sales in store and training on the job of newly hired Sales Operators. * Achieving the company’s targets. * Must provide realistic feedback from the shops. * Must inform the department for everything in the market that could affect the position of Telekom and specifically the sales performance. * Ensuring that all shops follow the Merchandising and other standards set by company monthly.   **Telekom Albania** , Rr; “Gjergj Legisi “, Laprake , Tirane-Albania | | | | | | | | | | | |
| Dates  Occupation or position held | | June 2006 – May 2008  **Area Sales Representative** | | | | | | | | | | | |
| Main activities and responsibilities | | * Responsible for maintaining sustainable records of sales achievements/quotas of the AMC Own shops in which he is assigned. * Responsible to provide the best image for the company and responsible to provide all the necessary information to the customers presented at the shop. * Responsible to advertise all the new offers/plans/service to everyone visiting the store. * Knowledge of organization's range of products/services as well as organization's philosophy and policies. | | | | | | | | | | | |
| Name and address of employer | | **Albania Mobile Communication**, Rr; “Gjergj Legisi “, Laprake , Tirane-Albania | | | | | | | | | | | |
| Dates | | April 2003 –March 2006 | | | | | | | | | | | |
| Occupation or position held | | **Logistics Specialist** | | | | | | | | | | | |
| Main activities and responsibilities | | * Responsible for planning and implementing the budget regarding logistics, Directing/supervising all logistic operations | | | | | | | | | | | |
| Name and address of employer | | **Komisioni Qendroi I Zgjedhjeve - KQZ** **Albania** | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Dates | | April 2001 – January 2003 | | | | | | | | | | | |
| Occupation or position held | | **Project Coordinator** | | | | | | | | | | | |
| Main activities and responsibilities | | * Coordinated press/advertising for clients of the studio | | | | | | | | | | | |
| Name and address of employer | | Graphic design agency “Elsi Kongo” – Tirane Albania | | | | | | | | | | | |
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| Education and training | |  | | | | | | | | | | | |
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| Dates | | October 1992 – July 1996 | | | | | | | | | | | |
| Institution | | Faculty Economy | | | | | | | | | | | |
| Diplomas or degrees received | | Marketing Manager Degree | | | | | | | | | | | |
| Dates | | October 1988– July 1992 | | | | | | | | | | | |
| Institution | | High School - “Ismail Qemali” | | | | | | | | | | | |
| Diplomas or degrees received | | High School Diploma | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Dates | | September 2011 | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | e –Learning platform ( full training for how to use it ) | | | | | | | | | | | |
| Name and type of organisation | | **OTE Academy** | | | | | | | | | | | |
| providing education and training | |  | | | | | | | | | | | |
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| Dates | | December 2008 | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | Negotiation Persuasion & Influencing | | | | | | | | | | | |
| Name and type of organisation | | **Aims Human Capital** | | | | | | | | | | | |
| providing education and training | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Dates | | October 2008 | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | Training Design and Delivery  Training Needs Analysis and Training Evaluation | | | | | | | | | | | |
| Name and type of organisation | | **Metice Development Solutions, UK** | | | | | | | | | | | |
| providing education and training | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Dates | | August 2009 | | | | | | | | | | | |
| Principal subjects/occupational skills | | Personal Development - Culture of Sales System | | | | | | | | | | | |
| covered | | Presentation Skills – Be a trainer | | | | | | | | | | | |
| Name and type of organisation | | **@Advisor Learning Systems** | | | | | | | | | | | |
| providing education and training | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Dates | | April 2007 | | | | | | | | | | | |
| Principal subjects/occupational skills | | to develop confidence and communicative competence  to build appropriate professional & specialized vocabulary  to develop cultural awareness & facilitate adaptation  to develop the ability to function effectively in an international business environment  to develop a practical understanding of management & training topics | | | | | | | | | | | |
| covered | |  | | | | | | | | | | | |
| Name and type of organisation | | BBSI (Bournemouth Business School International ) | | | | | | | | | | | |
| providing education and training | |  | | | | | | | | | | | |
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| Dates | | September 2006 | | | | | | | | | | | |
| Principal subjects/occupational skills | | Dealing with customers | | | | | | | | | | | |
| covered | |  | | | | | | | | | | | |
| Name and type of organisation | | **British Council training** | | | | | | | | | | | |
| providing education and training | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
|  | | **Red Cross** | | | | | | | | | | | |
| Name and type of organisation | | University of Tirana | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Personal skills and competences | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Mother tongue(s) | | Albanian | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Other language(s) | |  | | | | | | | | | | | |
| Self-assessment | |  | Understanding | | | | | Speaking | | | | Writing | |
| European level (\*) | |  | Listening | | Reading | | | Spoken interaction | | Spoken production | |  | |
| English | |  |  | Very Good |  | Very Good | |  | Very Good |  | Very Good |  | Very Good |
| Greek | |  |  | Very Good |  | Very Good | |  | Very Good |  | Very Good |  | Good |
|  | | (\*) [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en) | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Social skills and competences | | I have effective collaboration as member of any group to resolve problems and achieve business goals. Recognize other people's offers and respect their input. | | | | | | | | | | | |
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| Organisational skills and competences | | The ability to adapt and respond positively to a variety of situations and people in order to meet objectives or emerging priorities. Able to be open for change recognizing in a competitive environment | | | | | | | | | | | |
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| Computer skills and competences | | Microsoft, Word ,Excel , PowerPoint , Access, Web Developer | | | | | | | | | | | |
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| Other skills and competences | | Able to keeps the confidentiality of the professional issues regarding the respective position and follow the company’s policies and procedures. Able to follow the ethical rules and code of conduct set by the company characterized by honesty, reliability, and fairness that has been developed in my work experiences.  Respectful toward company's policies and correct in performing duty the time work.  Highly interested to expand my knowledge within the position and company.  Available to work overtime if/when necessary.  Very interested in learning new things within the position and outside it. Also showing flexibility and adaptation in new requirements. | | | | | | | | | | | |
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| Driving licence | | **Category B , Tirane** | | | | | | | | | | | |
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