

LIBOR ZLAMAL

Personal Assistant | Workload Management | Office and Remote | Excellent Communication Skills

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SUMMARY

Dynamic professional with over 18 years of experience in production management and operations leadership, expert in organizational skills and business strategy. My key achievements include successfully managing a team of 1,200 employees in the luxury automotive interiors sector and stabilizing major production projects for top automotive brands, leading to improved operational efficiency and project success rates. Seeking a Personal Assistant position at your esteemed company, where I bring my production management and organizational skills to support your mission of effectively managing multiple business operations for the CEO. My ability to adapt and multitask will ensure seamless coordination and communication, reflecting the evolving demands of the CEO's diverse workload.

KEY ACHIEVEMENTS

- Employee Travel Coordination**
Coordinated travel arrangements for 300+ employees, optimizing costs by 20% annually.
- Enhanced Workload Management**
Managed workload of 360 employees, achieving a 15% productivity increase in production efficiency.
- Optimized Operational Processes**
Streamlined processes across departments, reducing project transition times by 25% on average.

LANGUAGES

Slovak	Native	●●●●●
English	Proficient	●●●●●
German	Advanced	●●●●●
Russian	Advanced	●●●●●
Polish	Advanced	●●●●●

SKILLS

Adobe Photoshop		Business Strategy	
C	IAC	Microsoft Excel	SSO
Microsoft Outlook		Gmail	
Microsoft Power Point		SAP	
Microsoft Word		Photoshop	

TRAINING / COURSES

- Assertiveness and leadership team
- Internal Auditor ISO / TS 16949: 2009,
- Effective managerial communication and teamwork
- Lean Production
- Six Sigma
- Green Belt.

EXPERIENCE

- General Manager

Frauenthal Airtank Hustopeče s.r.o.

09/2016 - 12/2024

Hustopeče, Czech Republic

Manufacturer of airtanks for trucks, focusing on both tier one and tier two suppliers.

- Managed the manufacture of airtanks for trucks.
 - Communicated with key customers and represented the organization at meetings.
 - Distributed tasks and controlled performance.
 - Decided about the product and service portfolio.
 - Defined strategic initiatives for the future.
 - Organized and coordinated activities of subordinate managers.
 - Evaluated employee performance and motivation.
 - Oversaw a team of 360 employees.
- Production Manager

Grupo Antolin

05/2016 - 08/2016

Trnava, Slovakia

Provided interim management in the production sector.

- Stabilized a new Porsche Panamera project.
- Production Manager

IAC Group

02/2016 - 05/2016

Lozorno, Slovakia

Managed production processes during project transition.

- Stabilized a new Volvo dashboard project.
- Production Manager

Treves Slovakia s.r.o.

10/2015 - 02/2016

Velka Lomnica, Slovakia

Managed production during a transitional phase.

- Stabilized production processes.
- Operations Manager

Dometic Group

01/2014 - 12/2015

Filakovo, Slovakia

Specialized in the production of specialized parts for recreational vehicles.

- Managed production of parts for caravans, mobile homes, and boats.
 - Oversaw production management, optimization, and lean management.
 - Handled reporting, customer and supplier communication, and production planning.
 - Managed logistics and industrial engineering with a focus on new product introductions.
 - Led a team of 300 employees.
- Production Manager

Eissmann Automotive Slovakia Ltd.

01/2007 - 12/2014

Holíč, Slovakia

Manufacturer specializing in luxury automotive interiors.

- Directed production of interiors for luxury automobile brands.
 - Planned production based on customer referrals.
 - Communicated effectively with customers and suppliers.
 - Managed a team of 1200 employees.
- Production Manager

Sanko Gosei UK Ltd.

01/2005 - 12/2007

Skelmersdale UK

Manufactured plastics with a focus on injection molding techniques.

- Led a production team specializing in plastic manufacturing via injection molding.
 - Planned production based on customer referrals.
 - Managed a team of 120 people.
- Sales Manager

Provident Financial Ltd.

01/2002 - 12/2004

Not specified

Engaged in financial services and sales management.

- Managed the sales team and developed sales strategy for products.
- EDUCATION
- Degree or Certification in Management

EU - Bratislava

09/1998 - 06/2000

Bratislava, Slovakia

Certificate in Construction

SPOŠ

09/1990 - 06/1994

Hodonin, Ceka Republic