

LIBOR ZLAMAL




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

+421 948 161 327 ltmcousulting@gmail.com M. Terezie, 44, 90581 Holic

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, Slovakia
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 Not specified
Provided interim management in the production sector.

- Stabilized a new Porsche Panamera project.

Production Manager

IAC Group 02/2016 - 05/2016 Not specified
Managed production processes during project transition.

- Stabilized a new Volvo dashboard project.

Production Manager

Treves Slovakia s.r.o. 10/2015 - 02/2016 Not specified
Managed production during a transitional phase.

- Stabilized production processes.

Operations Manager

Dometic Group 01/2014 - 12/2015 Not specified
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 Not specified
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 Not specified
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, Slovakia