

Andrey Kolokolnikov

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Date of birth: 19 August 1985

Objective:

A challenging position, providing possibilities for career advancement and professional self-development.

Brief Personal Profile:

Responsible, able to make decisions, work under pressure and stick to deadlines. Hardworking, enthusiastic, open minded, creative, flexible, attentive, goal oriented, quick learner, good team player.

Education:

Helsinki Metropolia University of Applied Sciences, Helsinki, Finland. 9/2008 – 7/2013

<http://www.metropolia.fi/en/>

(Expected)

“International Business and Logistics” (Conducted in English).

GPA 4.47/5

Bachelor of Business Administration.

Kwantlen Polytechnic University, Vancouver, Canada

9/2010 – 12/2010

<http://www.kwantlen.bc.ca/home.html>

(Exchange semester)

The Moscow State Automobile and Road Technical University, Moscow, Russia.

9/2002 – 7/2007

<http://en.madi.ru/>

GPA 4.89/5

“Economics and management at the enterprise”.

Master of Economics and Management.

Work experience:

Project Coordinator, Hotel Manager – “Friends” Hotels & Hostels, St.Petersburg. 9/2012 – 3/2013

<http://www.friendsplace.ru/>

Successfully opened and managed a new hotel of the largest youth hotel chain in Russia. Managed construction site 24/7; implemented materials purchasing, supply chain management and logistics, crisis management. Planned and organized efficient hotel operation, bookings and rooms pool load control. General administration; monthly financial reporting and HR management: interviewing; selection; training; coaching; staff supervision and control. Web portal maintenance and content creation (blog).

Broker’s Assistant - Auction Company “Sojuzpushnina” Ltd, St.Petersburg.

<Event> 2012

<http://www.sojuzpushnina.ru>

Coordinator Assistant - Access MBA Ltd, St.Petersburg.

<Event> 2012

<http://www.accessmba.com>

Consultant, Russian Language Private Tutor – Self-employed private tutor.

6/2010 – 9/2012

<http://www.wix.com/dexilen85/abcbook>

Consultancy, translation, editing and intermediary services for companies and individuals doing business in Russia. Provided quality, custom tailored teaching for adults and children, from very basics to expert level, building and broadening business vocabulary, training in all aspects of the language.

Inventory Associate – Rautakirja Oy (Barona Logistics Oy), Vantaa. 7/2010 – 8/2010, 9/2011 – 6/2012

<http://www.rautakirja.fi/eng>

Implemented inventory control, supplying a smooth flow of print production, receiving, unpacking, sorting, picking orders and preparing them for further delivery to retail shops and kiosks.

Auction Assistant, Secretary, Seasonal Warehouse Worker – Saga Furs Oyj, Vantaa. 11/2011 – 2/2012

<http://www.ffs.fi>

3/2010, 6/2010, 9/2011, 12/2011, 3/2012, 6/2012

Assisted international fur buyers in skins inspection. Proved the “right attitude”, good interpersonal skills, motivation and flawless customer service, which reflected on promotion to the personal secretary

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position. Worked in the fur grading process by taking part in receiving, sizing, and bundling of skins. Operated relevant machines and warehouse equipment, working in a team.

Sub Editor, Proofreader, Journalist - Suomi Mediaplanet Oy, Helsinki. 4/2010, 9/2010 – 10/2010
<http://www.mediaplanet.com/> 2/2011 – 3/2011

Edited pilot issues of a supplement newspaper; involved in revision of texts, literary translation of marketing materials and articles, copywriting, content creation and technical editing in Adobe InDesign. Composed over 15 000 characters of articles and materials for the “Wild and free Finland” theme supplement for the nationwide newspaper “Vedomosti”.

Project Manager - Suomi Mediaplanet Oy, Helsinki. 9/2009 – 11/2009, 3/2010 – 4/2010
<http://www.mediaplanet.com/>

Worked independently on own media project in the b-to-b field as a part of sales team. Assured clients in the value of the concept and coordinated the full process of content forming from start to the finishing touches. Conducted interviews, implemented consecutive and written translation.

Financial Consultant - Aviva Insurance Company CJSC, Moscow. 6/2008 - 12/2008
<http://www.aviva.com/>

Monitored sales opportunities and inquiries to promote company’s offerings; processed and issued quotes. Coordinated sales and promotion activities, took personal responsibility for achieving results and superior customer service by being committed and focused.

Insurance Agent - Ingosstrakh IJSC, Moscow. 3/2005 - 12/2008
<http://www.ingos.ru/en/>

Consulted on products of the leading Russian insurance company, explained features, advantages of various insurance programs to suit needs of individual customers; calculated premiums and established payment methods, sold various insurance policies b-to-c.

Skills and qualifications:

Practical knowledge of project management, logistics and supply chain management, legal aspects of business and data analysis. Proven time management, organizational, presentation, leadership, networking and communication skills; experience in b-to-b and b-to-c sales, marketing, customer service. Prominent critical thinking, rational reasoning, problem solving and ICT skills.

Sustainable Logistics Intensive Course Diploma 2009

Diploma in Asian Business and Business Cultures 2009

Finnish for Foreigners, level 4 Helsinki Summer University Certificate 2009

Driving license “B”

Information Technology Skills:

Languages: HTML; Python 3.3.

Office applications: Microsoft Office (Word, Excel, Power Point, Access, Outlook, Project, Front Page), NeoOffice, Open Office.

Software: Adobe Photoshop CS5 Extended, Adobe InDesign CS5 ([my portfolio](#)), Adobe Flash CS5 Professional v.10.0, SPSS Statistics 17.0.1.

Data bases, intranet and extranet: SAP ECC 5.0 ERP (Material Management; Sales and Distribution), 1C: Enterprise 8.1.13 (Inventory Management; Document Management), Napoleon 3.0.

Languages:

English – excellent; *German* – good; *Finnish* – fair; *Russian* – mother tongue.

Interests:

C++, Java, Start-ups, Graphic design, Fur trade, Cycling and Guitar.

References:

References are available at <http://fi.linkedin.com/in/andreykol> and upon request.