

## Euro pass Curriculum Vitae



### 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

Website <https://ekoleka.github.io/myportofolio/>

Nationality Albanian

Date of birth 27/03/1974

Gender Male

### Work Experience

Dates	November 2020 – Present
Occupation or position held	<b>Financial Specialist</b>
Main activities and responsibilities	<ul style="list-style-type: none"><li>• Administration and documentation of all salaries, bonuses, deductions (payroll taxes, social security, benefits), compensation for all the teachers.</li><li>• Generate Purchase orders for internal approval &amp; tracking of large expenses.</li><li>• Receive and verify incoming bills, log into accounting system ensuring proper job costing accounting, and ensure timely payment.</li><li>• Manage teachers' reimbursements</li><li>• Assist Director with Budgeting and Forecasting.</li><li>• Generate reports as requested.</li><li>• Working with banks, security companies, and treasurer office</li></ul>

Name and address of employer **Local Education Office Kamza** Rr; "Bruksel ", Kamez-Albania

Dates	April 2011 – September 2020
Occupation or position held	<b>Sales Area Manager</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Processes statistical data for each store for different exercise periods (monthly, 3-month, 6-month and annual)</li> <li>• Prepare the monthly target for all shops</li> <li>• Checking the knowledge of the sales operators (tariffs, services, and special offers) and the ability to present them to the clients according to Telekom Training standards.</li> <li>• Supporting Sales in-store and training on the job of newly hired Sales Operators.</li> <li>• Achieving the company's targets.</li> <li>• Must provide realistic feedback from the shops.</li> <li>• Must inform the department of everything in the market that could affect the position of Telekom and specifically the sales performance.</li> <li>• Ensuring that all shops follow the Merchandising and other standards set by the company monthly.</li> </ul>
Name and address of employer	<b>Telekom Albania</b> , Rr; “Gjergj Legisi “, Laprake , Tirane-Albania
Dates	June 2006 – May 2010
Occupation or position held	<b>Area Sales Representative</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Responsible for maintaining sustainable records of sales achievements/quotas of the AMC Own shops to which he is assigned.</li> <li>• Responsible to provide the best image for the company and responsible to provide all the necessary information to the customers presented at the shop.</li> <li>• Responsible to advertise all the new offers/plans/services to everyone visiting the store.</li> <li>• Knowledge of the organization's range of products/services as well as the organization's philosophy and policies.</li> </ul>
Name and address of employer	<b>Albania Mobile Communication</b> , Rr; “Gjergj Legisi “, Laprake , Tirane-Albania
Dates	April 2003 –March 2006
Occupation or position held	<b>Logistics Specialist</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Responsible for planning and implementing the budget regarding logistics, Directing/supervising all logistic operations</li> <li>• Coordinate with the in-house team to promote accurate and timely processing of orders for polling stations</li> <li>• Approve the timesheets associated with deliveries and receipts</li> <li>• Administration and maintenance of inventory control software systems</li> <li>• Support with the maintenance of logistics policies, procedures, support plans, and similar data.</li> <li>• Manage and monitor entire fleet performance, route planning, and scheduling</li> </ul>
Name and address of employer	<b>Komisioni Qendroi I Zgjedhjeve - KQZ Albania</b> , Pallati I kongreseve, Tirane - Albania
Dates	October 2008 – May 2013
Occupation or position held	<b>Computer Trainer (Part time job)</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Development of courses for some of the modules such as: “Introduction to Computer”, “Introduction to Microsoft Office” and “Intermediate &amp; Advanced Excel”</li> </ul>
Name and address of employer	<b>ISSETI Training Center Rr. "Presidenti George W. Bush"– Tirane Albania</b>

## Education and training

Dates	October 1992 – July 1996
Institution	<b>Faculty Economy/Business Administration</b>
Diplomas or degrees received	Marketing Manager Degree
Dates	October 1988– July 1992
Institution	<b>High School - “Ismail Qemali”</b>
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 providing education and training	<b>OTE Academy</b>
Dates	December 2008
Principal subjects/occupational skills covered	Negotiation Persuasion & Influencing
Name and type of organisation providing education and training	<b>Aims Human Capital</b>
Dates	October 2008
Principal subjects/occupational skills covered	Training Design and Delivery Training Needs Analysis and Training Evaluation
Name and type of organisation providing education and training	<b>Metica Development Solutions, UK</b>
Dates	August 2009
Principal subjects/occupational skills covered	Personal Development - Culture of Sales System Presentation Skills – Be a trainer
Name and type of organisation providing education and training	<b>@Advisor Learning Systems</b>
Dates	April 2007
Principal subjects/occupational skills covered	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
Name and type of organisation providing education and training	BBSI (Bournemouth Business School International)

providing education and training

Dates September 2006  
Principal subjects/occupational skills covered Dealing with customers  
Name and type of organisation providing education and training **British Council 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
<i>European level</i>	Listening	Reading	Spoken interaction	Spoken production	
<b>English (*)</b>	C 1	C 1	B 2	B 2	B 2
<b>Greek</b>	C 1	B 2	C 1	B 2	B 1

#### **(\*) Certificate from Cambridge Assessment English**

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.

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

Computer skills and competences Microsoft, Word, Excel, PowerPoint, Access, Financa 5, Web Developer,

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.

Driving licence **Category B , Tirane**