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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 | | | | | | | |
|  |  | | | | | | | |
| Website  Nationality | <https://ekoleka.github.io/myportofolio/>  Albanian | | | | | | | |
|  |  | | | | | | | |
| Date of birth | 27/03/1974 | | | | | | | |
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| Gender  **Work Experience**  Dates  Occupation or position held  Main activities and responsibilities  Name and address of employer | Male  June 2021 – Present  **Expert**   * Develop policies to support enterprises and promote competition. * Drafting and monitoring of fiscal rules in the trade area, analysis and implementation of performance budgeting management. * Development of strategies and policies to promote entrepreneurial competitiveness, foreign direct investment, exports and links with public-private partnerships. * Part of the working group that analyzes and reports on trade negotiations at bilateral, regional and multilateral level. * Provides information and coordinates with donors and international financial organizations for projects and programs in support of competitive development policies for SMEs, FDI and Entrepreneurship. * Prepares the Annual State Aid Report to increase the transparency of these aids. * Drafts legal changes and improvements that support the private sector, in order to create a favorable climate for business, investment, exports and employment growth. * Evaluates the results of last year's Doing Business report on improving the indicators of this report.     **Ministry of Finances and Economy, Bulevardi “Dëshmorët e Kombit”, Nr.3, Tiranë** Albania | | | | | | | |
| Dates  Occupation or position held  Main activities and responsibilities  Name and address of employer | April 2011 – September 2020  **Sales Area Manager**   * 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. * Processes statistical data for each store for different exercise periods (monthly, 3-month, 6-month and annual) * Prepare the monthly target for all shops * 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. * 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 of 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 the company monthly.   **Telekom Albania,** Rr; “Gjergj Legisi “, Laprake , Tirane-Albania | | | | | | | |
| Dates  Occupation or position held | June 2006 – May 2010  **Area Sales Representative** | | | | | | | |
| Main activities and responsibilities | * Responsible for maintaining sustainable records of sales achievements/quotas of the AMC Own shops to 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/services to everyone visiting the store. * Knowledge of the organization's range of products/services as well as the 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 * Coordinate with the in-house team to promote accurate and timely processing of orders for polling stations * Approve the timesheets associated with deliveries and receipts * Administration and maintenance of inventory control software systems * Support with the maintenance of logistics policies, procedures, support plans, and similar data. * Manage and monitor entire fleet performance, route planning, and scheduling | | | | | | | |
| Name and address of employer | **Komisioni Qendroi I Zgjedhjeve - KQZ Albania,** Pallati I kongreseve, Tirane - Albania | | | | | | | |
|  |  | | | | | | | |
| Dates | October 2008 – May 2013 | | | | | | | |
| Occupation or position held | **Computer Trainer (Part time job)** | | | | | | | |
| Main activities and responsibilities | * Development of courses for some of the modules such as: “Introduction to Computer”, “Introduction to Microsoft Office” and “Intermediate & Advanced Excel” | | | | | | | |
| Name and address of employer | **ISSETI Training Center Rr. "Presidenti George W. Bush"– Tirane Albania** | | | | | | | |
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| Education and training |  | | | | | | | |
|  |  | | | | | | | |
| Dates | October 1992 – July 1996 | | | | | | | |
| Institution | **Tirana University Faculty Economy** | | | | | | | |
| Diplomas or degrees received | **Business Administration 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 |  | | | | | | | |
|  |  | | | | | | | |
| 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 | **Metica 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 |  | | | | | | | |
|  |  | | | | | | | |
| 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 | | | | | | | |
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| 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 (\*) |  | C 1 | C 1 | | B 2 | | B 2 | B 2 |
| Greek |  | 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 | | | | | | | |
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|  |  | | | | | | | |
| Computer skills and competences | Microsoft, Word, Excel, PowerPoint, Access, Financa 5, 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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