



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

Nationality

Albanian

Date of birth

27/03/1974

Gender

Male

Work Experience

Dates

May 2010 – September 2020

Occupation or position held

Sales Area Manager

Main activities and responsibilities

- 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.
- Prepare the monthly target for all shops
- Checking the knowledge of the sales operators (tariffs, services and special offers) and the ability of presenting 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 for 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 company monthly.

Name and address of employer

Telekom Albania , Rr; "Gjergj Legisi ", Laprake , Tirane-Albania

Dates	June 2006 – May 2010
Occupation or position held	Area Sales Representative
Main activities and responsibilities	<ul style="list-style-type: none"> • Responsible for maintaining sustainable records of sales achievements/quotas of the AMC Own shops in 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/service to everyone visiting the store. • Knowledge of organization's range of products/services as well as 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	<ul style="list-style-type: none"> • Responsible for planning and implementing the budget regarding logistics, Directing/supervising all logistic operations • Coordinate with in-house team to promote accurate and timely processing of orders for polling stations • Approve the time sheets 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
Dates	April 2001 – January 2003
Occupation or position held	Project Coordinator
Main activities and responsibilities	<ul style="list-style-type: none"> • Coordinated press/advertising for clients of the studio
Name and address of employer	Graphic design agency "Elsi Kongo" – Tirane Albania
Education and training	
Dates	October 1992 – July 1996
Institution	Faculty Economy/Business Administration
Diplomas or degrees received	Marketing Manager 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 providing education and training	OTE Academy
Dates	December 2008
Principal subjects/occupational skills covered	Negotiation Persuasion & Influencing
Name and type of organisation providing education and training	Aims Human Capital
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	Metice Development Solutions, UK
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	@Advisor Learning Systems
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)
Dates	September 2006
Principal subjects/occupational skills covered	Dealing with customers
Name and type of organisation providing education and training	British Council training
Name and type of organisation	Red Cross University of Tirana

Personal skills and competences

Mother tongue(s) **Albanian**

Other language(s)

Self-assessment

European level ()*

English

Greek

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
	Very Good		Very Good		Very Good		Very Good		Very Good
	Very Good		Very Good		Very Good		Very Good		Good

(*) [Common European Framework of Reference for Languages](#)

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