



POL CANAJ

08/07/1998

Versatile professional with experience in sales, project management, brand ambassadorship, and supervisory roles for various face-to-face activities. Proven ability to excel in dynamic environments, driving sales growth, leading projects to success, and representing brands effectively. My commitment to achieving goals, coupled with my strong organizational skills and ability to thrive in fast-paced settings, makes me a valuable asset to any team.

WORK EXPERIENCE

Administrative Director | "Canaj" Physiotherapy

January 2020 - Present

- Managing administrative operations at "Canaj" Physiotherapy Clinic, ensuring efficient day-to-day functioning.
- Overseeing staff scheduling, patient appointments, and billing processes, optimizing clinic operations.
- Implementing administrative procedures and policies to enhance the overall patient experience and clinic performance.

Event Planner | Coca Cola bottling Ltd.

Apr 2023 - Present

- Collaborate with cross-functional teams to align event strategies with brand goals.
- Manage multiple events concurrently, demonstrating strong multitasking and project management skills.
- Adapt to challenges, ensuring successful outcomes with enthusiasm and motivation.

Supervisor | Landmark Communications (Contracted for Philip Morris Project)

Dec 2022 - Mar 2023

- Managed a team for various face-to-face activities.
- Improved operational processes, enhancing efficiency and productivity.
- Maintained high team motivation and exceeded performance targets.
- Led a motivated team that consistently exceeded targets.

Assistant Manager | OSFA (Open Society Fondation for Albania)

Sep 2021 - Nov 2021

- Assumed the role of Assistant Manager, contributing to the efficient operation of OSFA Albania.
- Supported daily management tasks, such as team supervision, process improvement, and customer service

Brand Ambassador | Landmark Communications (Representative of IQOS Albania Marketing and Sales)

Apr 2021 - Oct 2021

- Represented IQOS Albania in marketing and sales initiatives as a Brand Ambassador.
- Engaged with customers to promote the brand and its products.
- Achieved marketing and sales targets while delivering exceptional customer experiences.

Project Manager | Connex Albani and Agna Group

Jul 2019 - Oct 2019

- Managed projects for Connex Albani and Agna Group, ensuring successful planning and execution.
- Oversaw project timelines, budgets, and team coordination, achieving project goals.
- Collaborated with cross-functional teams and stakeholders to deliver results efficiently and effectively.

Basketball Player | Superior Basketball

Aug 2013 - Apr 2017

- Played as a professional basketball player for Superior Basketball, contributing to team success.
- Developed and demonstrated strong teamwork, leadership, and athletic skills.
- Participated in games and training sessions, consistently striving for excellence on the court.

EDUCATION

Bachelor's Degree in Physiotherapy

Issued by University of Medicine Tirana

(Sep 2017-June 2020)

Professional Physiotherapy License

Issued by "Urdheri i Infermierit te Shqiperise".

(Sep 2020-June 2021)

CERTIFICATIONS

Congress of Faculty of Medicine in Stomatology, Nov 2018

Certificate of participation

Tirana Architecture Week (TAW), 18 Sep 2018 - 29 Sep 2018

Certificate of Participation

*References are available upon request

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Driver's License "Class B"

LANGUAGES

- Albanian (native)
- English (proficient)

SKILLS

- **Operating Systems:** Comfortable with both Windows and macOS platforms.
- **Video Editing:** Proficient in Adobe Premiere Pro.
- **Graphic Design:** Basic concepts in Adobe Illustrator for graphic design and vector illustration.
- **Web Development:** Competent in using WordPress for website design and content management.
- **Music Composition and Production:** Proficient in Ableton Live, FL Studio, and Rekordbox.
- **Teaching:** In my free time, I have a passion for teaching music and DJ skills at DJ Academy Albania, sharing my knowledge and experience with aspiring students.

INTERESTS

- I am a passionate individual with a wide array of interests. As a professional DJ, I have a deep love for music, and my career allows me to express that passion.
- I played bass in a band for three years, highlighting my commitment to creativity.
- Traveling and exploring new places and cultures is another strong interest, enabling me to gain diverse perspectives and enrich my creativity.
- Sports play a significant role in my life, with a special affection for basketball, tennis, and Formula 1.

These interests reflect my dedication to creativity, competition, and the pursuit of excellence.

VOLUNTEER EXPERIENCE

- Red Cross Albania**
Volunteer (Aug 2016 - Sep 2016)
- Save the Children**
Volunteer (Dec 2015 - Feb 2016)
- Go Green Tirana**
Volunteer (Mar 2015 - Apr 2015)