Jakob

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**Profile** A well-presented and pro-active sales professional with relentless drive to have a broad impact rather than just deliver results. Possessing vast experience of coordinating and managing all project activity, providing clear guidance and leadership to a team and ensuring that all legislative requirements are fully met. A confident communicator with strong interpersonal and analytical skills who thrives on social interaction and customer satisfaction.

**Skills Project Management Sales Professional**

 Staff motivation Social skills Budgetary control

Project planning Smart appearance Technical knowledge

Contract administration Building relationships Commercial experience

Project reporting Identifying opportunities Information gathering

**Employment History**

**Kovis Group Sales Manager (Jan 2009 - Sep 2016)**

Kovis Group is an award winning and leading European producer and manufacturer of break disks and other metal components within the railway industry. Consisting of a Foundry, Mechanical Machining Workshops, Engineering R&D and Logistics company, Kovis Group serves a wide range of clients across the globe, including Asia, North and South America, Australia and Africa.

Sales Manager - duties:

* Working as part of the sales team to develop both new and existing markets.
* Involved in developing sales & pricing strategies.
* Constantly developing existing sales processes which will generate sustainable growth.
* Responsible for developing own portfolio of customers.
* Collecting all the information required to create a request for an estimate.
* Writing accurate & informative sales reports and documentation.
* Contacting prospective clients by phone and email.
* Attending sales appointments at clients’ premises.
* Attending trade shows and exhibitions when required.
* Making appointments to meet new and existing clients.
* Analysing requests for quotation and preparing the offers.
* Supervising tender processes and applications

Project Management - duties:

* Manage projects, and drive the project team from start through to completion.
* Define project scope, objectives, milestones and deliverables.
* Ensure business requirements are suitably defined, understood and signed off.
* Pro-actively manage project risks and issues and minimise their impact on the project.
* Regularly communicate project expectations to team members and management
* Negotiate use of resources in a matrix management environment.
* Coordinate and manage project reporting, project reviews and project steering meetings.

Achievements:

* Successfully worked on opening new markets in USA, Australia and South America.
* Entered and gained confidence from the biggest train producers in the world (Siemens / Bombardier Transportation).
* Lead a 2-year long project worth over 6M€ - from design/engineering to procurement, production, quality assurance and deliveries.
* Successfully implemented MS Project / MS Project Server into the daily workflow of employees across the company.

**Qualifications (Academic)**

Msc International Business Economics (2007-2009) – City University, London

Distinction (top of the class)

Bsc Economics – International Trade (2002-2007) – University Ljubljana

Mechanical Engineering (2013-2017) – Higher Vocational College Novo Mesto, Slovenia

**Additional Skills**

**Speaking languages**: English, Slovenian, Russian, Serbo-Croat, Slovakian

**Computer knowledge**: Microsoft Office – Microsoft Word, Microsoft Excel, Microsoft PowerPoint

Statistical programs – SPSS, Stata, Eviews

 MS Project 2013 / Project Server

 Perftech Largo

**Driving license**: A-motorists and B-cars (EU driving licence)

**Hobbies and Interests**

All kinds of physical indoor and outdoor activities (sports, hiking/climbing, social games, family gathering). Member of:

* Tennis club Brezina
* Diving club DP Vidra Krsko
* POT Snooker club Zagreb
* Slovenian national Hiking/Climbing Alpine association