

CURRICULUM VITAE

PERSONAL DATA

Name and surname: Anna Kowalska
Date of birth: 12/04/1980
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EDUCATION

10.1999 – 06.2004 Szkoła Główna Handlowa w Warszawie (Warsaw School of Economics)
Field of study: Economics - MA Degree

PROFESSIONAL EXPERIENCE

03.2011 – present

Sales Director – XYZ company, Warsaw

- effective management of the team and its motivation and development
- management of the overall sales process and participation in the development of sales plans
- developing and implementing new business solutions for the process of sales support and customer service
- analysis of competition and development trends in the sales sector
- market and competition monitoring
- ensuring a positive image of the company
- reporting to the Board

09.2008 – 02.2011

Key Account Manager – ABC company, Warsaw

- active acquisition and customer service
- identifying and defining customer needs and advising on solutions offered
- preparation of tenders and sales presentations
- negotiating terms of cooperation and maintaining long-term relationships with customers
- managing a team of consultants
- responsibility for the achievement of set sales goals
- cooperation with other departments of the company

10.2004 – 08.2008

Sales Representative – ABC company, Warsaw

- acquiring new customers interested in the services offered by the company
- maintaining appropriate relationships with current customers
- negotiating trade terms
- submitting daily/weekly reports
- cooperation with the Department of Procurement Implementation

COURSES AND TRAININGS

- "Persuasive Marketing" Training
- "Effective Sales Techniques" Training
- "Customer Value Management" Course

LANGUAGES SPOKEN

- English - advanced
- German - basic

SKILLS

- Driving license B category
- Computer skills: MS Office (Word, Excel, PowerPoint)

ADDITIONAL INFORMATION

Character traits: responsibility, diligence, communication skills, creativity, independence and entrepreneurship
Interests: fashion, fitness, Polish movies

I agree to have my personal data processed for any purposes necessary to the recruitment process in accordance with the Personal Data Protection Act of 29/08/1997