

EUROPEAN CURRICULUM VITAE FORMAT



Personal Details

First name(s) / Surname(s)	Alena Kostadinova Malinova
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I live in	Pazardjik/Bulgaria
Birth date	16.07.1972
Gender	Female

Work Experience

Dates	August 2018 - till now
Occupation or position held	Expert
Name of employer	DZI EAD
Location	Pazardzhik
Type of business or sector	Insurance
Dates	November 2016 - till now
Occupation or position held	consultans
Name of employer	Allianz Bulgaria Holding
Location	Plovdiv
Type of business or sector	Insurance
Dates	January 2010 - September 2016
Occupation or position held	Sales Manager
Main activities and responsibilities	Contact and negotiations with current future and potencial clients of the company; presentation of the company's activity and ability to complete assigned projects; calculating and negotiating the final price and terms of payment and end execution of the project to the customer and subcontractors, contact subcontractors of the company, monitoring and organisation of the whole process of the project impementation i.e. direct contact with both parties (client and subcontractor) to final completion of the project; sending invoices and tracking the timely receipt of payments from customers as well the obligations to subcontractors. Continuous teamwork. Note: Graffiti Studio and Media Synergy are the same company.
Name of employer	Media Synergy LTD
Location	Sofia
Type of business or sector	Services
Dates	November 2008 - December 2009
Occupation or position held	Sales Manager
Main activities and responsibilities	Contact and negotiations with current future and potencial clients of the company; presentation of the company's activity and ability to complete assigned projects; calculating and negotiating the final price and terms of payment and end execution of the project to the customer and subcontractors, contact subcontractors of the company, monitoring and organisation of the whole process of the project impementation i.e. direct contact with both parties (client and subcontractor) to final completion of the project;

sending invoices and tracking the timely receipt of payments from customers as well the obligations to subcontractors. Continuous teamwork.

Name of employer	Graffitti Studio Ltd
Location	Sofia
Type of business or sector	Services
Dates	May 2005 - October 2008
Occupation or position held	Guide/Specialist Tourism
Main activities and responsibilities	The main activity in the company's office in Sunny Beach. Responsible for contacts with the Slovak partners of the company and work consist in organization and management of logistics activities related to the servicing of entrusted to me sector or: receiving and sending reservations, arranging transfers to and from the airport for tourists on Slovak tour operators, accepting complaints from tourists, coordinations and management representatives of tour operators, constant communication with colleagues from Slovakia, travel associated with the organisation and service partners and their tourists, participations in negotiation with hoteliers and preparing contracts for the next season. Note: Suntours is the main partner of TA Hehter for Bulgaria.

Name of employer	Tanchev & Co/ Suntours
Location	Sunny Beach
Type of business or sector	Tourism, hotels and restaurants
Dates	July 2004 - September 2004
Occupation or position held	Representative/Guide
Main activities and responsibilities	The job involves meeting and sending tourists TA "Hehter" to and from the airport, accommodation, problems solving in the hotel or resort, conducting tours and events offered by on-side service partner of the company,,steady and direct contact with the tourists.

Name of employer	TA Hehter, Slovakia
Location	Sunny Beach
Type of business or sector	Tourism, hotels and restaurants
Dates	December 1995 - August 1999
Occupation or position held	Office Assistant
Main activities and responsibilities	The job involves keeping incoming and outgoing correspondence, preparation of commercial playlist for the studio, monitoring loyalty by commercial agents and radio clients, invoicing, payroll wage, financial responsibility.

Name of employer	Oberon Radio, Pazardzhik
Location	Pazardzhik
Type of business or sector	Media

Education and training

Dates	October 1999 - June 2004
Title of qualification awarded	philologist - slavonic scholar and teacher Bulgarian Language and Literature
Name and type of organisation providing education and training	Plovdiv University "Paisii Hilendarski"
Location	Plovdiv
Level	Master's degree
Dates	September 1987 - June 1990
Name and type of organisation providing education and training	Secondary School Ivan S. Aksakov
Location	Pazardzhik
Level	Secondary school
Additional Courses	01.03.2012 - Participation in seminar - training on Secret of successful negotiation,

organized by Inter Contact Bulgaria

03.03. - 05.1995 - Course in computer literacy, FNTS, Pazardzhik

12.12 - 02.1992 - Course in shorthand, DUI in MES, department "Science and education", Pazardzhik

11.11. - 01.1992 - Course Business Secretary, FNTD, Pazardzhik

10 - 12.1990 - English Course, Alliance Gerova, Pazardzhik

Personal skills and competences

Mother tongue

Bulgarian

Languages

	Comprehension	Speaking	Writing
English	Fluent	Fluent	Fluent
Slovak	Intermediate	Intermediate	Intermediate
Czech	Intermediate	Intermediate	Intermediate
Russian	Intermediate	Beginner	Beginner

Computer skills and competences

Excel, Internet, Word, Microsoft Office, Internet Explorer, Mozilla Firefox, Microsoft Outlook and more

Managed people

Yes

Driving License

Yes

Categories

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