

Theofan Papavangjeli

8383 118th St, Apt 4G • Kew Gardens, NY 11415 • (347) 802-9030 • theofanp@hotmail.com

Fully Work Authorized, No Visa Sponsorship Required

Theofan began his carrier in Accounting in his Business's family, gained experience in Finance space, while also, establishing himself as a respected team player. Currently, working as a Business Advisor, is widely known for his support, helping vulnerable and professional expertise. He has a Master Degree in Finance and Banking, from Warsaw School of Economics in Poland. While his speaking engagement, have taken him around the Europe, Theofan is proud to call USA, home.

CORE PROFICIENCIES

- Business Acumen & Fundraisings
- Retail Banking & Payroll Administration
- Italian, Polish, Albanian, English
- Communications
- Logistics Appearing & Data Entry
- Market Research & Consumer Insight

PROFESSIONAL EXPERIENCE

SOS Children's Village Albania Tirana, AL (part of SOS Kinder-Dorf International)

Business Advisor, Startups (Mars 2017 – present)

- Contributing by training, monitoring and grew **a lot of beneficiaries**, and **10% of them**, win **start up grants**, during last **two donors' projects**, according to good results, we win next project;
- Implementing and help beneficiaries in doing **cash flow, business plans; to set-up and develop their small business**, as well as to ensure compliance with tax systems, conducting monthly monitoring of their progress; providing assistance to find or to keep a job;
- Successfully creating better employment prospect for young people, by promoting their social integration and increasing their active participation in labor market for **Project's participants; 90% of them**, currently have a job;

Tourism Consultancy Office Tirana, AL

Office Manager (February 2017- present) Part - time

- as Representative Holiday of **two Polish Travel Agencies**, even small experience, **increased 30% sale of travel packages**;
- skillfully, **helping a lot of EU pensioner**, move to Albania, guided and introduced on all the reallocation projects, from trip booking to final assignment and **tax residency transfer**; implemented, proposed, and organizing **50 of Business Mission, who 50% of them, return back and open a company**;
- Drafting many **Tour Packages** for international Tourists, organizing and executing group tours for travel companies or on-site at tourist attractions in Balkan Countries, handling **tour finances** and accommodations, **increasing my company's turnover at 20%** each year;
- Acting as **Event Manager for three Tours Operator**, for sport, culinary and folk Tours and activities, achieving **15% more clients**, each year;
- In my medical tourism role play, except offering best treatment practices in competitive prices, hired new staff to break languages barriers, realized **15% more connection**, increasing my network and **sale into 33%** yearly;

In Food Ltd, Tirana, AL (key player in FMCG sector in Albania)

Supervisor (January 2015 – December 2016)

- Closing deals even small experiences, developed expertise in grasping the consumers' needs;
- Being a self-motivated sales rep with persuasive presentation skills, binged a record of accomplishment of **achieving and exceeding annual sales targets 102%**; market research analyzed,
- Skillfully scheduling **new and more than fifteen, existing supermarkets** monitoring, problem-solving, directed their complaints and resolving till the end, market research analyzing,

Intesa Sanpaolo Bank Albania, Tirana, AL (parts of Intesa Sanpaolo Group, **12% of Market share**, 3th place ranking) *Bank Clerk/POS Sales Manager/Retail Division* (January 2008-December 2014)

- Started as a **Customer Service** Representative, and after hard work, professional development, and earning my supervisor's trust, promoted to **Mortgage Loan Officer** and **Incoming/Outgoing Payment Transfer** Division. Accountable for the day-to-day management of the merchant's **three POS Sales Teams**, as well as meeting sales targets. In competitive market environments, we work closely with a diverse **portfolio of, one thousand four hundred, POS merchants**, which represent **30% of the POS Bank Transactions**;
- Advised **cross-selling** for other bank products such as payroll services, debit and credit cards, overdrafts, and mortgage loans; day-to-day, **19-person merchant employee POS training**, with a special emphasis on fraud; Following that, Key-POS Merchant, based in **three commercial centers** (which represent approximately **46% of the portfolios of POS Bank Merchants**),

Balkan Trans Albania Ltd, Tirana, AL

Logistic Coordinator (January 2003- November 2007)

- Handled import and export shipments and supervised **my portfolio of forty-four businesses** in an international environment.
- Much of the work was related to various projects where used my accuracy and **problem-solving skills to help** find the most beneficial logistics and delivery solutions: Responsible for coordinating and monitoring the logistics: **When start a project, I finish it.**

Tax & Accounting Office, Vlore, AL (my family's business)

Payroll Clerk (July 2000 – April 2002)

- slashed payroll/benefits **administration cost 20% by** negotiating pricing and fees, while ensuring the continuation and enhancements of services;
- having a database of **five hundred accounts**, decreased data retrieving **time by 65%** through conversion of all the paper records into electronic records,

EDUCATION & TRAININGS

Warsaw School of Economics, Warsaw, PL - Master of Science in Finance & Banking, **1995-2000** (is the oldest and the most prestigious business school in Poland)

Lecturer – Part Time (2003-2004) - Faculty of Economics, State's University – Vlore, AL

Lecturer – Part Time (2009-2010) - Faculty of Business, Private's University – Tirana, AL

Certificate – Course Name "**Case Management**" – GIZ Albania – February 2018, Tirana, AL

Certificate – Course Name "**Career Advice for Employees**" – Swiss Contact - October 2018, Tirana, AL

Certificate – Course Name "**Small Business Management**" – SOS Children Village – Mars 2023, Tirana, AL

Certificate – Course Name "**Alpha Accounting**" – January 2002, Vlore, AL

Licensed Tour Guide (No 108-1/2022) –Tirana, AL

Driver License B – January 2002 – Vlore, AL