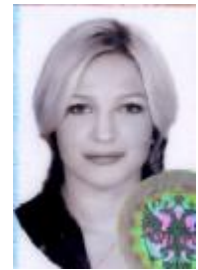


Sales Export Manager/ International Sales Manager/B2B sales manager/Key Account Manager

Personal Data

Name: Alina A.Volchkova
111531, Sayanskaya street, 11-1-96,
Moscow, Russia.
Phone: +7 495 502-45-28
e-mail: alina_adv@inbox.ru
Birthday: November 13, 1983.
Birthplace: Moscow, Russia
Gender: female
Marital status: single
Children: -



Education

2006-2007 Russian Foreign Trade Academy within the framework of The Presidential Program for Training Managers. Department of foreign trade management, Degree with honors

2003-2005 The Institute of Economical Reformation and Market Administration, Department of Public Administration. Graduated from the Institute with master's degree

1999-2003 The Modern University for the Humanities, Department of Management
Graduated from the University with degree of bachelor

Professional Objective

An engagement in Business Development and/or International Sales that will capitalize on acquired expertise and experience. I like to focus on market segments where I can use my market knowledge and experience in developing and marketing luxury products.

Future Outlook

I am looking for new opportunities. I like to be on a leading edge of commerce. I have learnt to love changes and quickly adapting new market rules. I am always interested in acquiring new skills and eager to learn about the newest technologies and products to map what the market is demanding today and in the near future.

- I am searching for a company where I can manage and increase sales activities with existing and new partners.
- Build and manage a pipeline of potential customers/partners by acquiring new leads through trade shows, field sales activities, cold calling.

Interpersonal Skills

Upholding the highest ethical standards in every aspect of job:

- Strong communication skills to deal with people
- Work effectively in time pressured situations
- Interact effectively with colleagues: subordinates and superiors
- Can maintain group cooperation and support
- Adaptable to new environments
- Strong learning skills

Professional Skills

- Fluent Business English
- Strong background in sales and services with excellent presentation and communication skills
- Finding new clients; maintaining and retaining contacts with distributors and dealers
- Establishing contacts with potential clients, developing them into permanent ones, and their further retention;
- Controlling document circulation
- Able to conduct discussions and negotiations with top corporate executives with confidence and knowledge
- Coordination of sales distribution by establishing sales territories, quotas and goals
- Controlling the process of deliveries from the moment of receiving an order till the acceptance by a customer
- Attending to customer complaints, ensuring that a high level of customer satisfaction is obtained
- Gathering sales statistics to determine sales potential and inventory requirements and monitoring the preferences of customers.
- Experience in preparing for and taking part in the most famous watch and jewelry shows—"Basel World 2006" Switzerland, «Inhorgenta 2006» Germany (Munich).

Employment

Presently I work as International Business Development Director for "Luxury Expo Trade-Exhibition Company". The company is a part of holding which includes

- a customs broker
- Brinks CIS, Inc (Global Security Transportation and Cash Logistics Company)
- Insurance company
- International Gemology Laboratory

We provide effecting foreign trade contracts of temporary importation, contracts of sales and purchase, including all necessary documentation in the watch and jewelry field. I am in charge for integration with EU jewelry and watch companies. Presently we deal with the following Swiss brands: Milleret, Gio Monaco, Bombardier, Mathey Tissot.

Rekord Watch-Making Company

Current occupied position: Chief Sales Export Manager

Period of Employment : Since March 2005

Company's profile:

www.soyuz-watch.com

Main activity: manufacturing and distribution of wrist watch under cognominal brand-name «REKORD» Sales are carried out through a distribution chain in Russia and CIS countries.

In the framework of expansion of the company's activity, there was launched a new project targeted at the world market.

Company's staff: 52 employees

Years in business: 15

Since 29.03.2005 was preoccupied with production of bespoke watches ordered by Russian state and commercial organizations.

Achievements: was made projects for «Norilsk Nickel», «AUTOVAZ», «MOSOBLAGAZ», «Krutrade AG», «CSKA»

In March 2006 was moved up to Chief Export Sales Manager in the framework of new international project «SOYUZ».

Achievements:

For establishing global distribution, by myself, there were found distributors for exclusive contracts in the following countries: the USA, Canada, Mexico, Venezuela, Greece, Portugal, the UK, Switzerland, Germany, the Netherlands, Romania, Slovakia, Latvia, UAE, Singapore, Japan, where SOYUZ is being successfully sold.

Praktika Advertising Group

Period of Employment: December 2003—December 2004

Position occupied: Business Development Director

Company profile:

www.rgpraktika.su

Providing advertising services: billboard advertising, high street advertising, manufacturing promotional materials (booklets, leaflets, calendars, posters, POS-materials, souvenirs, etc.)

Company staff: 15 employees

Company's years in business: 2

Achievements: there were found clients— retail chain «Louvre», «Autokey», «Moscomprivatebank», « Moscow Capital Bank », «VIZAVI Bank », «MLM», «Preobrazhenskiy Bank», «BRITA».

ART-COM advertising agency

Position occupied: Business Development Manager

Period of Employment: September 2002 — June 2003

Company profile:

Full-service advertising agency. Main line of business is creation and production of commercials, TV and radio placing.

Company staff: 150 employees

Years in business: 15

Video International DIRECT

Period of Employment: September 2000 – September 2001

Position occupied: Assistant to Key Account Manager

Company profile:

Division of the Video International Holding.

Organizing direct-marketing projects: establishing call-centers, telemarketing.

Company staff: 20 employees

Company years in business: 5

Duties: : data base compilation and administration, telemarketing, document circulation management, collaboration with suppliers. Participation in direct-marketing programs for BMW, Libero, Whiskas, Land Rover, Libress, Prima-Luxe

Recommendations

1.Ashot A. Arutunijan

Strategic Marketing Director of KAMAZ Joint Stock Company

Cell.: +7 903 967 04 67

2. Monish Chainani

Business Development Director of PREISM LEISURE CORPORATION (London)

Cell.: + 44 774 744 0723

3. Andrej A. Shutin

Chief Executive Officer of RECORD WATCH-MAKING COMPANY

Cell.: +7 909 978 70 51

Thank you in advance for considering my candidacy

Yours faithfully,
Alina A. Volchkova