

# DANIEL NOVAK

## Personal Information

Date of birth: July 15th 1978  
Nationality: Romanian  
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## Professional Profile

I am a Senior Sales Professional with focus on Pharmaceutical and Cosmetics field, committed to promote products meant to preserve life and increase its quality. Throughout my experience in sales I have developed excellent persuasive and analytical skills. These, blended with my interpersonal communication skills, proved to be very useful in completing my tasks of delivering trainings for sales teams. Further on, I aim at a constant personal development by applying the sales knowledge and expertise gathered so far in new industries and fields.

## Education

- **Studies:**

Sept.1993 – Jun.1997: “I.L.Caragiale” Highschool - Bucharest, “Foreign languages”  
Specialization

Oct. 1997 – Jun. 2001: Faculty of Management, “Business Administration”  
Specialization, Academy of Economic Studies, Bucharest

Oct. 2001 – Feb. 2003: Master in “Sales Management”, International Business  
School, Budapest, Hungary

- **Other courses:**

Jun. 2004 – High Impact Communication Skills Course, CLASS Institute, Bucharest

## Work experience

- **Oct. 2005 – present: Senior Sales Representative, Medline Group, Bucharest**

*Main responsibilities:*

- Present and sell the company's products within a territory and to a certain group of customers.
- Compile lists of prospect clients.
- Regularly inform the existing clients about our latest products.
- Identify customer needs and formulate written draft analyses of the customer situation.
- Prepare reports on sales results and analyze feed-back on sales made.
- Supervise subordinate sales representatives and monitor their work.
- Responsible for the training of the sales force on the company's products.

*Achievements:*

- Contributed to the raise of the market share from 10% to 25% within 6 months.
- Established 20 new accounts.
- Negotiated an exclusivity agreement which turned Medline Group into the sole vitamins provider for Sana pharmacies chain.
- Conducted 8 sales trainings for the company's sales department.

- **Sept. 2003 – Oct. 2005: Junior Medical Representative, Greenies Comp., Bucharest**

*Main responsibilities:*

- Promote the company's products.
- Coordinate the organization of local seminars and meeting where the attendants were presented the benefits of the last generation products and the therapy and treatment trends.
- Keep in touch with the key customers and provide them with the information about the company and the products; prepare sales contracts.

- Prepare the sales reports, including forecasts.

*Achievements:*

- Brought in 5 new accounts.
- Awarded the “The best Sales Person” company’s prize for three months consecutively.

## Skills

- **PC knowledge:** MS Office – Average level.
- **Languages:**
  - English – Advanced (written and spoken)
  - French – Advanced (written and spoken)
  - German - Average (written and spoken).
- **Driving License:** B category, obtained in 2000.
- **Personal skills:** Team player, persuasive, results-driven, analytical skills.

## Activities of interest

I am fond of mountain hikes and of photography and I dedicate a lot of my free time to these activities. I seek to constantly improve my photographic skills by attending various workshops of this kind. I also enjoy swimming, a sport that I have been practicing since childhood and I am a passionate stamp-collector.

## References

Available on request.

Date

15.07.2008

Signature,