

Alma Koka Velaj

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| Project Management | Plumbing&HVAC/Fire Protection | Mechanical Supervisor | MEP Project Manager

- **MSc. level educated Energy and Thermodynamics Engineer** with a broad set of skills applicable across different sectors and roles. Having a progressive two-decade experience in Design, Project Management, Business Analysis and Process Engineering, can deal with business, industry and construction companies all over the world, performing well in high-pressure, competitive environments. Highly analytical, performance-driven engineering professional with outstanding academic results, creating innovative, cost-efficient designs. Well-rounded, multilingual, culturally aware professional with a unique ability to relate to diverse populations with various backgrounds. Highly skilled in solving social, financial and business problems for clients and other stakeholders. Superior problem-solving and time-management abilities; adept at identifying the root cause of issues and implementing creative, targeted solutions.

CORE COMPETENCIES AND ACHIEVEMENTS

- **Advanced knowledge of Construction Management.** Development and Implementation of the Project Control tools specific to the Project including:
Develop of the Construction Schedule; WBS; Progress Measurement System (PMS); Progress Measuring of all works; Monthly Project Reporting to Senior Management.
Designed, Managed and Implemented HVAC and Plumbing System Installation projects from pre-construction phase to commissioning. Performed technical evaluations, feasibility studies, conceptual and final design, cost estimates, and engineering calculations. Reviewed financial statements, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement. Strategic initiative for developing a comprehensive integrated resources management program.
- **Proven Success in Project Management.** Managed projects from pre-construction phase to commissioning.
Performed SWOT evaluations, feasibility studies, conceptual and final design, cost estimates, and engineering calculations.
Reviewed financial statements, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement. Strategic initiative for developing a comprehensive integrated resources management program.
- **Proven Success in Market Expansion.** Proactively created market (twice) across Albanian and Kosovo territory. Formed joint ventures with wholesale companies. Negotiated and sold products on behalf of International Brands.
- **Keen Attention to Detail.** Accurate, reliable, and diligent. Always complete projects/tasks within budgets and schedules. Can handle any ongoing challenges.
- **Dynamic Communicator and Stellar Negotiator.** Negotiated and closed numerous high-value deals. Visited 15+ countries, being exposed to a variety of cultures. Fluent in English, Italian, French and Albanian; Vantage level in Spanish.
- **Systems Utilization and Technology Skills.** Expert user of AutoCAD, AutoCAD MEP, Windows operating systems, MS Office Suite (Word, Excel, PowerPoint), Microsoft Project, Solid Works, Revit.

PROFESSIONAL LICENCES

Industrial Appraisal Expert
Mechanical Design Engineer
Mechanical installations Supervisor
Currently in process of acquiring **Project Management Professional (PMP)** certification

PROFESSIONAL EXPERIENCE

Lindner group (Albania)

06/2018– ongoing

Technical Director-Mechanical Systems

Leading and managing the engineering effort of an international mixed-use construction project to ensure it is technically fit for the purpose and meets statutory and regulatory requirements including compliance to contractual and legal guidelines. Understand overall product requirements and help determine implementation strategy. Plan, monitor, and report status and progress of projects using project management.
Communicate information to the organization, particularly engineering, sales, and management, to ensure deliverables meet customer and market needs.
Technical expert and liaison to customers and stakeholders, resolving problems quickly.
Continual evaluation of equipment and processes to ensure both efficiency and quality remain high and according to DIN and EN standards.

Estimate commercial bids and bid documents which would best serve the interests of the company. Identify potential project risks and propose appropriate solutions where possible.

Analyze MEP design engineering output to ensure compliance with project requirements and design Standards. Take on board all customer feedback and react promptly with design improvement Implementation of design changes that underwent evaluation for cost and efficiency.

Completion of documentation to show and ensure compliance with both internal and external regulations and protocols.

Risk assessments of the equipment and processes being used.

Paxel Ecopack (Albania)

2012– 2018

Co-Founder / Process /Quality Assurance/Quality Control

Identified or developed business rules or standard operating procedures to streamline operating processes.

Determined feasibility of designed/modified existing facilities, based on factors such as cost, available space, schedule, technical requirements, or ergonomics. Designed plant distribution centers. Identified cost-reduction or process-improvement opportunities. Determined requirements for compliance with environmental certification standards. Adopted project management techniques, MWC Engineering Work Process, to manage projects. Key competencies included: team leadership, chartering, scoping, resource planning, budget development & management, schedule development & management, commercial buy planning, stakeholder engagement & communication, risk management, safe design & construction safety, and project closeout.

Determined requirements for compliance with EN standards.

Developed technical specifications for equipment, tools, facility layouts, or material-handling systems.

Identified cost-reduction or process-improvement opportunities.

Carrier United Technologies – Toshiba (Albania)

2006 - 2014

General Operational Director

Directed and coordinated activities of departments concerned with the ongoing projects, pricing, sales, and distribution of products. Managed staff, prepared work schedules and assigned specific duties.

Reviewed financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.

Establishes and implemented departmental policies, goals, objectives, and procedures, conferring with board members and staff members as necessary.

Determined staffing requirements, hired and trained new employees, or overseen those personnel processes.

Monitored projects to ensure that they efficiently and effectively provide needed services while staying within budgetary limits. Prepared SWOT analysis. Coordinated company's financial and budget activities to fund operations, maximize investments, and increase efficiency. Performed sales floor work such as greeting and assisting customers, stocking shelves, and taking inventory.

Developed and implemented product marketing strategies including advertising campaigns and sales promotions. Planned and directed activities such as sales promotions, coordinating with other department heads as required. Directed non-merchandising departments of businesses, such as advertising and purchasing.

Tirana Acque scarl (Albania)

2003- 2006

Project Manager

Developed, managed and implemented a major water supply project for Tirana in collaboration and coordination with Board of Directors, General Manager, Ministry of Economy, and regional water managers as a key strategic element of the integrated water resources management program. Overseen the development and management for the implementation of a complex multijurisdictional water supply project.

Provided policy and programmatic guidance to the Integrated Water Resources Management team. Strategic initiative for developing a comprehensive Integrated Water Resources management program.

Represented the Tirana Acque and Italian Development Cooperation on local and regional water resources management commissions and committees. Assisted with strategic projects and programs for coordination with the various district initiatives. Capacity development and training sessions for local staff. Prepared needs assessment in collaboration with local staff. Proposal preparation and negotiation. Negotiated service contract and monitoring of service providers. Maintained regular written and verbal updates/reports to head office.

EARLIER WORKING EXPERIENCE:

Team Leader – Ministry of Energy, Tirana, Al

Project Coordinator – Ministry of Energy, Tirana, Al

EDUCATION AND TRAINING

Polytechnic University of Tirana, Albania

MSc. Energy Thermodynamics in Mechanical Engineering (September 1996 – July 2001)

Certificates

2018/09 University of Helsinki/ Elements of Artificial Intelligence;

2017/12 Industrial Appraiser; Polytechnic University of Tirana/Mechanical Department

2012/07 Process Engineering/ Shanghai/China;

2009-2010 Carrier University's Institute for Sustainability/Sales and Marketing/ Athens/Greece;

2008/05 International Association of Impact Assessment (IAIA), Perth, Australia;

2007/05 Leadership in Energy and Design (LEED®) green building practices /Israel;

2007/11 Environmental Impact Assessment (EIA) and Strategic Environmental Assessment (SEA)Swedish International Development Cooperation

Agency (SIDA), Rijeka, Croatia;

2006/11 EIA, SEA, Risk Assessment, Bio Diversity, SWOT analysis, Networking and efficient teamwork, Swedish International Development

Cooperation Agency (SIDA), Stockholm, Sweden.

37 professional certificates from e-Learning.