



Ing . Tomáš Sadlek

+420 733 739 413

t.sadlek@seznam.cz

Olomouc

Experience

04/2024 - present

Managing Director and Partner

TOSA ProBuild s.r.o.

- Planning and coordination of projects from preparation to implementation
- Communication with business partners

11/2020 - present

Managing Director and Partner

Eastfish s.r.o.

- Management and coordination of the company's day-to-day operations
- Communication with business partners
- Coordination of internal processes and ensuring the effective functioning of the company

10/2020 - present

Operations Coordinator

SSŽV s.r.o.

- Organization and planning of work within the framework of order fulfillment
- Leading a team of employees and coordinating their daily activities
- Communication with customers, suppliers, and internal company departments
- Checking the quality, progress, and deadlines of individual orders
- Solving operational problems and optimizing processes for more efficient company operations

02/2019 - 09/2020

Domestic and international transport dispatcher

Joppa Logistics s.r.o.

- Processing price quotes and orders according to customer requirements
- Organization of international and domestic transport
- Communication with drivers, clients, and foreign partners
- Ensuring optimal transport conditions and means of transport
- Processing outputs through reports and recording procedural documents

Knowledge and skills

Languages

Russian (intermediate)

English (intermediate)

Driver's license:

A

B

Active driver

Education

Highest level of education attained **College/university**

2013 - 2018

College of Logistics o.p.s.

Transport and Communications

Specialization: Transport Logistics

2009

Business Academy Mohelnice

Economics

Specialization: Information Technology in Economics

Certificates and training

2014

Embassy English London Language level achieved: B1

2012

Accounting 1, Level 3

Interests and hobbies

sport

culture

friends

family