

PERSONAL INFORMATION

Kaltrina Bajraktari

Street: “Muharrem Fejza” c 15/15, Prishtine 10000 Kosove

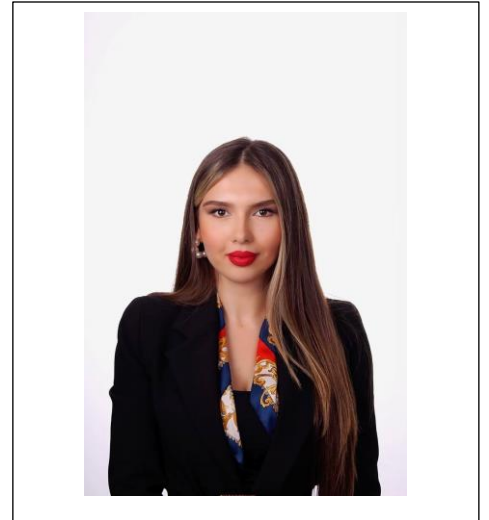
Phone: +386.49.400.475

Email: kaltrinagerkini@msn.com

Sex: Female

Date of Birth: 2 Janary 1994

Nationality: Kosovar



PERSONAL STATEMENT

A challenger who does not live within the comfort zone. My daily routine is that I do not have one, I live each day differently from another, always pushing myself towards undertaking challenges that, so far, resulted with self-growth and career advancement. Therefore, I stand by the huge impact diversity has on being more productive, which I consider a stepping stone to my daily dose of happiness.

QUALIFICATIONS HIGHLIGHTS

- Finance officer at College AAB
- Quality Coordinator at Kas Academy
- Marketing Officer at College AAB
- Teaching Assistant at College AA

WORK EXPERIENCE

Jun 14 to Sep 16

Finance Officer

- Time phase budget for every academic year
- Estimating cost for marketing in Ferizaj Campus
- Planning and scheduling of schooling payment by the students and accounting related activities
- Checking all indebted and talk with students to pay the rates according to the signed contract
- Analyze and forecast the number of students registered on daily bases and report to the higher management

Sep 16 to Sep 18

Marketing Officer

- Lead the Marketing Department in Ferizaj Campus
- Annual marketing plan
- Preparation of promotions, finding agents and promoters
- Arrange meetings with owners of advertising institutions
- Prepare contracts for the use of advertising space

Jan 15 to Nov 17

Quality Coordinator at KAS Academy

- Preparation of the Accreditation Plan in accordance with Kosovo Accreditation Agency (KAA)
- Supervision of the workers and students
- Planning development strategies
- Measurement of the quality of work and student achievement
- Financial planning and investment
- Marketing Management
- Recruitment of staff

Oct 19 – Ongoing

Teaching Assistant at College AAB

- Engaged on creating better study conditions for students of Kosovo
- Engaged on expanding network of international partnerships regarding educational cooperative students projects

EDUCATION

Oct 2012 – Jun 2015

Economy- Banke Finance and Accounting, AAB College, Kosovo (Bachelor)

Oct 2015 - Sep 2017

Management and Technology, University of Pristina, Kosovo (Master level)

International Conference

- K. Cerini, B. Cerini, MAC-MME Prague 2016, Impact of Technological Innovation in Business Development in Kosovo, 09-10 December 2016

LANGUAGES: SPEAKING, READING & WRITING SKILLS

- Albanian - Mother Tongue
- English - Excellent
- Spanish - Independent user

COMPUTER SKILLS

- Proficient usage of Microsoft Office (Word, Excel, PowerPoint)
- Proficient Video creator and editor (Movie Maker)

OTHER SKILLS

• Flexible	• Organized	• Pleasant
• Commitment	• Proactive	• Optimistic
• Decisive	• Efficient	• Responsible
• Disciplined	• Patient	• Hardworking

REFERENCES: Upon request