



CONTACT ME

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📍 ST Hysni Gerbolli Tirana
City

EDUCATION

Professional Master in Real Property

Mediterranean University of Tirana
2018 - 2019

University of Tirana

**Bachelor Diploma in Business
Administration**
2009 - 2013

Hight School Diploma

Adem Vrapı
2005 - 2009

TRAINING

Communication Strategy

- People in Focus & Mjaft

Social Media Marketing

Developing Infrastructures for Connected Communities

- Smart Balkan Forum

Viola CEPELE

Economist

WORK EXPERIENCE

Economist 2021 - Present

BAMI SHPK I Tirana

Bookkeeping.Tax Filing.Data Entry
Data Analysis.Cost Reduction Management.Public Accounting
Business Budgeting
Business Assessments.Conduct surveys.
Identify economic problems and offer potential solution

Data Entry Operator 2020 - 2020

I&S International Shpk I Tirana

Insert customer and account data by inputting text based and numerical information from source documentswithin time limits.Compile, verify accuracy and sort information according to priorities to prepare sourcedata for computerentry.Review data for deficiencies or errors, correct any incompatibilities if possible and check output.Research and obtain further informationforincompleteddocuments.Generate reports, store completedwork in designated locations andperform backup operations.Scan documents and print files, when needed.Keep information confidential

Financial analyst 2017 - 2020

Consis AI Shpk I Tirana

Grow financial performance throughanalysis of financial results, forecasts, variances, and trends. Create recommendations to be presentedto management and executives.
Develop financial models to support valuation,planning, and forecasting. Aid in the capital budgeting and expenditure planning processes.Reconcile existing transactions through cross-referencing of incomingand outgoing data.Conduct comparables analysis and market research to supportinternal financial analysis.
Maintain up-to-date technical knowledge of financial

Data entry operator 2013 - 2017

I2K Shpk I Tirana

Entering customer and account data from sourcedocuments within time limits.
Compiling,verifying accuracy and sorting information to prepare source data for computer entry.
Reviewing data for deficiencies or errors, correctingany incompatibilities and checking output

LANGUAGE

English

Italian

German