

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL DATA

Name, Last name	DOKLEIDA BEGOTARAJ
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E-mail	kleidab@yahoo.com
Citizenship	Albanian
Date of birth	17 may 1978
Driving license	Class B

JOB EXPERIENCE

- **Date (from– to)** **01 march 2010 – actually**
- First name and address of employer AULEDA –Local Economic Development Agency
- Type of business or sector NGO
 - Job position Financier
 - Main activities and responsibilities Following up all the financial aspects and closing the monthly cash and bank reports, preparation of monthly and annual financial reports
- **Date (from– to)** **October 2005 – February 2010**
- First name and address of employer Notary's office
- Type of business or sector
 - Job position Part-time interpreter and office assistant
 - Main activities and responsibilities Interpreter of different materials in English and Italian and office assistant
- **Date (from– to)** **15 November 2001 – October 2005**
- First name and address of employer Office of Fatbardha Shabanaj, Member of Albanian Parliament
- Type of business or sector Electoral zone n.4
 - Job position Assistant
 - Main activities and responsibilities Organizing meetings with the electorate. Management of different activities within and outside the office. Maintaining constant contact with the electorate, public awareness of the problems that worry the community through media

EDUCATION

- **Date (from– to)** **September 1993 – July 1997**
- Name and type of organization that conduct High School "Ali Demi", Vlorë

- the education and training
- Main subjects/professional Capacities
 - Degree title General Education
 - **Date (from– to)** Degree of High School
October 1997 – July 2001
 - Name and type of organization that conduct the education and training Technological University “Ismail Qemali”, Vlora
Faculty of Economics and Law
 - Main subjects/professional Capacities
 - Degree title Economic knowledge
Business management
University degree – Business management Profile- marketing
 - **Date (from– to)** **October 2002 – July 2003**
 - Name and type of organization that conduct the education and training University of Tirana
Faculty of Economics
 - Main subjects/professional Capacities
 - Degree title Monetary economics, bank legislation, micro-macroeconomics
Acquaintances of monetary economics and banking techniques
 - Degree title Senior specialist in Finance - Bank
 - **Date (from– to)** **October 2003 – up to now**
 - Name and type of organization that conduct the education and training University of Tirana
Faculty of Economics
 - Main subjects/professional Capacities
 - Degree title Management, Finance, Accounting
Acquaintances of economics, finance and specially in accounting
 - **Date (from– to)** **31/07/2001**
 - Name and type of organization that conduct the education and training Business Assistance Centre BAC and Dr. Agim Binaj
 - Main subjects/professional Capacities
 - Degree title Accounting
Trained for the informatics accounting through the Programme FINANCA 4
 - Title of qualification Training certificate
 - **Date (from– to)** **05/06/2007**
 - Name and type of organization that conduct the education and training Training centre “Biznes Plus” authorized from IMB
 - Main subjects/professional Skills
 - Degree title Accounting
Trained to maintain computerized accounting through the program "Alpha Accounting"
 - Title of qualification Training certificate

SOCIAL TRAININGS:

Strengthening of women in Market Labour in Albania (USAID)

**FIANCIAL MANAGMENT
OF THE PROJECTS:**

1. “Integrated services for the minors of “Ibrahim Kushta” School” “Auleda” Agency, financed from Region Emiglia Romagna, Italy.
2. “Sensitizing Campaign for the air pollution quality”, “Auleda” Agency, financed from MileuContact.
3. “Social Enterprise for the farmers that cultivate medicinal herbs”, Auleda Agency, financed from GEF/UNDP.
4. ART Gold 2 Project: “Strengthening capacities to offer services to the rural communities”, Auleda Agency, financed from UNOPS & UNDP.
5. “Cross boarder shared integrated alternative tourism”, project financed from European Union.
- 6.” Platform for the Information Technology aimed at Getting Opportunities to reduce ICT gap in the Adriatic area” –PITAGORA, co-funded by the European Union
- 7.” Miniaturization technology: synergies of research and innovation to enhance the economic development of the Adriatic”-IPATECH co-funded by the European Union
- 8.Innovative Space Satellite Monitoring of the Environmental Natural Resources of the Cross – Border Area Greece – Albania.
9. “Coaching for employment” financed from Swiss Contact
10. “Strengthening the gender capacities of LAG Adrijon Vlora ” financed from Open Society Foundation for Albania-Soros.
11. Environmental services management financed from Swedish government and implemented by REC Albania

**PERSONAL, SOCIAL SKILLS
AND COMPETENCES**

Features: highly motivated at work, creative, persistent, demanding to achieve objectives at work, communication skills, cooperation skills to work in team and organize work.

Very good computer skills, to write quickly and to navigate in internet.

MOTHER TONGUE**ALBANIAN****OTHER LANGUEGAS**

- Reading
- Writing
- Spoken

ENGLISH (Certificate)

Very good
Very good
Very good

ITALIAN (Degree)

- Reading
- Writing
- Spoken

Very good
Very good
Very good

SPANISH

Sufficient knowledge of spoken language

COMPUTER SKILLS

Very good knowledge of all basic programs (Microsoft Office). Very good knowledge of Internet navigation and the ability to write quickly on the

computer. (Certificates)

**ORGANIZATIVE CAPACITIES
AND COMPETENCES**

Communication skills, collaboration, administration, management, organization. Experience in finance, in the field of translation in English and Italian and in law.