

Curriculum Vitae	
Personal information	
Surname(s) / First name(s)	Emërllahu Gjonbalaj / Arbnore
Address(es)	Rr.Veli Vraniqi, Matican1, Prishtine
Telephone(s)	+383 43 982 410 arbnore.emerllahu@gmail.com
E-mail	
Nationality	Albanian
Date of birth(day/month/year)	29/11/1987
Gender	Female
Occupational field	Pharmacist
Work experience	
Name and address of employer Type of business or sector	Austrian Hospital, Hajvali, Prishtine Hospital
Dates	January 2018 – May 2018
Occupation or position held	Pharmacist of hospital
Main activities and responsibilities	Responsible for the ordering of medicines and medical products according to hospital requirements. Finding the best offers on the market for equipment and appliances. Stock management, registration of inputs and outputs of drugs and other medicinal products. Also calculate patient expenses and schedule weekly and monthly stock. Supervision and control of the work of staff with less experience and

	<p>qualifications. Observing and keeping up to date of drugs and other medical products. Preparation of the monthly reports on the expiry dates of the drugs and other medical products. Also trimester report of narcotic drugs used in the hospital.</p>
<p>Name and address of employer Type of business or sector</p>	<p>American Hospital Sh.p.k - St. Rr.e Shkupit nr.25 Hospital</p>
<p>Dates Occupation or position held Main activities and responsibilities</p>	<p>September 2013 – November 2016 Pharmacist of hospital Participate in ward rounds to take patient drug histories and contribute to the treatment decision-making process. Cooperation with doctors and nurses and other professionals to ensure health care for the delivery of a safe and effective treatment economy. Consult with patients about the effects, dose and route of administration of a drug. Monitoring of each stage of medical therapy to improve all aspects of delivery and reporting of adverse effects to the patient. Responsible for the provision of medical products stored appropriately and safely so as to ensure freshness and potency. Responsibility for providing and disseminating drugs for patients. Supervision and control of the work of staff with less experience and qualifications. Updating and contributing to research and development, usually in collaboration with medical and pharmaceutical industry colleagues. Responsible for ordering the necessary drugs and other medical products required by the medical staff. Observing and keeping up to date of drugs and other medical products. Preparation of the monthly reports regarding expiry dates of the drugs and other medical products. Also trimester report of narcotic drugs used in the hospital</p>
<p>Name and address of employer Type of business or sector</p>	<p>Pharmacy Linda .B - Pristine, Kosove Private Pharmacy</p>
<p>Dates Occupation or position held Main activities and responsibilities</p>	<p>June.2013 - September.2013 Main Pharmacist Accurately dispensing drugs to patients according to a doctor’s prescription. Checking prescriptions for errors & making sure they are appropriate for patients. Instructing patients on how to use medications, possible side effects and storage. Contacting and working closely with other healthcare professionals. Ensuring the accuracy of all prescriptions, products and services supplied. Managing and resolving complaints. Talking to regular patients to see how their treatment is going. Able to train and supervise Pharmacy Assistants. Maintaining pharmaceutical stock, creating inventories and ordering more</p>

	drugs.
Education	<p>Middle School, Gymnasium of natural science "Zenel Hajdini", Gilan Degree from gymnasium of natural science</p> <p>Faculty of Medicine, Direction of Pharmacy Master - Degree</p> <p>Work license 2013 - 2018 - Ministry of Health and Insurance</p>
Congress / Training	<ul style="list-style-type: none"> • Training: Communication Leadership, Debate, Advocacy and Finance 05/2005 - Building Young Leaders at Military Center of Kosovo, Vushtrri. • Awarded for participation in international conference for: Biological medicinal products and bio similar products, current status, challenges and prospects. From Kosovo Pharmaceutical Society, 15 December 2012, Prishtine • Certificate of participation in conference of the clinical biochemists and endocrinologists with the subject: Thyroid glands, diseases and associated disorders in the body, clinic-laboratory aspects. February 2015, Prishtine • International Medical Congress in Albania in: Continuing Education among Health Care Professionals, April 2015, Tirana • Certificate of participation in Pharmaceutical Week of Kosovo: The new role of pharmacist in pharmaceutical practice. October, 2015, Prishtine • Certificate of participation in 6th Congress of Pharmacy in Macedonia: Modern pharmacist-Bridging Science with Practice, Ohrid 1-5 June 2016 • Re-licensing program according to Kosova chamber of

Pharmacists, Prishtine,2017

Personal skills and competences

Mother Tongue(s)
Other Languages

Languages	Understanding	Speaking	Writing
Albanian	Very good	Very good	Very good
English	Very good	Very good	Very good

Communication skills - team work

I have participated in various types of trainings from research teams to educational ones and as a result I have developed in a very good way my communication skills and team work. I have excellent customer service and interpersonal skills and capable to work independently and as a part of a dynamic team

Organizational / managerial skills

Good assessment and problem solving skills, positive attitude towards critical situations, leadership skills needed to lead a group and delegate responsibilities, organizational ability to keep accurate and confidential records. Also flexible, organized and team oriented.

Computer skills

Competent with Microsoft Office programs

Driving license

Category - B