



Albert Sutaj

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● WORK EXPERIENCE

01/11/2011 – 31/12/2018 – Prishtina, Kosovo

HEAD OF HEALTH INFORMATION SYSTEM – MINISTRY OF HEALTH

Overall monitoring of the implementation of the HIS-Strategy
Support to establishing and strengthening of the organizational operational and legal infrastructure for HIS
Support to establishing of the electronic registers and nomenclatures
Monitor that national and international strategic standards are applied in new HIS
Support the use of the HIS as a tool for monitoring of the performance of the health system and for overall decision-making
Identify needs and prepare specific requirements for support donors in the project such as USAID, UNDP, and other international governments and NGO's.
Participate as a member in the sourcing technical evaluation process, ensure that procured devices are compatible with the SAP software and in accordance with European Standards.
Supervise and manage the process of receiving and inspection of the newly sourced inventory and monitored the process of barcoding.
Coordinate activities related to Procurement, Finance, and regional offices.
Develop and establish the healthcare system infrastructure in more than 45 local institutions, assign functional locations, and trained the staff for the usage, maintenance, impairment, and enrichment of the equipment.
Establish Key Performance Indicators for each Unit under the area of my responsibility.
Develop and prepare various reports in business intelligence including the development of dashboards in Microsoft Power BI for the project stakeholders and local institutions.

2017 – CURRENT – Prishtina, Kosovo

LECTURER – AAB COLLAGE

As a Lecturer of college AAB, provide lessons in the area of Health information technology, such as the usage and impact of software, medical devices in the healthcare system.
Answering questions in class or via email or telephone, deliver lectures, and practical exercises for the students.
Prepare students quarterly and yearly programs for the academic year.
Keep track of the attendance notes and evaluate performance for students, participate and support Section to develop a work plan.
Evaluate students' performance on taken tests and exams.
Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement.

2018 – 2021 – Prishtina, Kosovo

EXPERT FOR PLANNING AND DEVELOPMENT – "GAP"

Analyze and monitor the effectiveness of the execution of ICT asset prepare/control procedures .
Conduct and implement the annual physical verification program, monitor implementation of the key management actions to meet the organizational targets in the areas of ICT property management.
Identify and implement solutions to problematic areas of the asset control process, ensure equipment assignment as per ICT ratio.
Manage an effective and sustainable support organization for the inventory management and internal controls for GAP

property.

Ensure that the outputs produced by the unit maintain high-quality standards, are clear, and based on objective data to ensure

compliance with high international standards.

Oversee activities related to reviewing and updating fixed assets register for additions and disposals.

Support property

management unit and finance to close out accounts at year-end and support reconciliation of accounting balance of fixed assets.

1999 – 2009 – Prishtina, Kosovo

INFORMATION SYSTEM ASIST. – UNMIK

Responsible for the overall management of CITS non-expendable and expendable property related to Fax Unit;

Issue, install and maintain all types of equipment for the unit. Perform physical process of hand-over and take-over from and to the end-users.

Ensure property management compliance including CIS ratio in compliance with the section work plan and superior guidance in place.

Provide accurate statistical reports to the various Sections components and conduct regular quality assurance analysis to monitor and control Sections' operations.

Assist ICT Assets Managers and participate in Receiving and Inspection of ICT newly purchased equipment inventory.

Assist in the physical verification process of incoming and outgoing shipments. Prepare in Galileo database Release Vouchers for outgoing shipments.

Support Unit operations in customer support and provide solutions for the clients,

Work closely with the operations manager to implement daily business operations,

Perform operation duties while installing ICT devices in various locations and performing various software upgrades such MS

Office, Lotus Notes, e-mail accounts etc.

Analyze risk related to IT security and install various anti-virus software.

● **EDUCATION AND TRAINING**

2007 – Prishtina, Kosovo

MSC. ELECTRICAL ENGINEER – Faculty of Electrical and Computer Engineering

● **LANGUAGE SKILLS**

Mother tongue(s): **ALBANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
SERBIAN	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Outlook | Google Drive | Microsoft Excel

Communication skills

Microsoft Office | Organisational managerial skills | Excellent communication skills gained through my experience in a big team with many customers. | Microsoft Powerpoint