

## PERSONAL INFORMATION



## Elheme Abazi

📍 St. 28 Nëntori, SU 1/3A Dardani, Prishtina, Kosova

☎️ +383 45 374869

✉️ elheme.abazi@universitetiaab.com

Gender Female | 28/03/1992 | Nationality Kosovan

## PROFESSIONAL TITLE

**Master of Economics in Marketing and Business Management**

## WORK EXPERIENCES

03/2020 - ongoing

**Professor**  
**AAB College**  
**Professor of Quality in Nursing and Management and Leadership in Nursing**

- Preparing the lecture with quality and understandable literature for students  
Lecturing of relevant subjects according to the set schedule.
- Publication of the lectures for the students.
- Engaging students with study cases and training for employment.
- Student engagement in Seminar Papers.
- Evaluation of seminar papers and case of studies, as well as engagement with students for their continuous improvement.
- Final evaluation of students in accordance with the rules and their commitment during the semester.
- Participation in faculty meetings.
- Review teaching methods and materials and make recommendations for improvement.

01/2017-08/2019

**Research Assistant**  
**RIINVEST INSTITUTE**

- Research with small and medium businesses and disclosure of results to students.
- Ekonom Economic empowerment of women - statistical analysis
- Analysis of statistical data and disclosure of results
- Conducting research, fieldwork and investigations, and writing reports
- Publish research, participate in conferences, give presentations and network with others in the field.

01/2019 – 01/2021

**Manager**

VI-PRINT SH.P.K. Mitrovicë, Kosovë

- Organizing, directing and supervising all operational and strategic financial management functions within the company,
- Establishment and continuous reporting of all company activities to the board of directors of shareholders.
- Planning, organizing, controlling and investigating the implementation of all operational and strategic activities of the company.
- Management of tax aspects of the company and coordination with consulting companies and Auditors, etc.
- Preparation of strategic plans, budgets and financial forecasts, as well as control of financial management systems, operational, development, and all other managerial aspects
- Representation of the company in agreements with local and international partners.
- Develop sales strategies to achieve organizational sales goals and revenue

Sector / Production - Trade

06/2016 – 01/2019 **Executive Coordinator**

MULTI ENGINEERING GROUP SH.P.K, Rr. Rexhem Selmani, Prishtinë

- Responsible for preparing presentations, reports and all relevant documents with the Executive Office
- Responsible for all communications and company presentations with local and foreign suppliers
- Coordinate between the Executive Office and other parties
- Represents the Executive Office in meetings as needed
- Manages the flow of information in a timely and accurate manner
- Develops a comprehensive plan for the development of activities and management of the Executive Office
- Identifies the most effective channels of processes and communication in order to support the function and role of the Executive Office
- Recommends improvement of processes in order to increase the efficiency of the Executive Office

Electrical Sector / Industry

2014-2016

**Administrative Leader**

**D.P.Z “ DITA”, Rr. Vushtrri 17, Prishtinë**

- Management of day-to-day operations and special projects
- Management of executive calendars, strategic coordination meetings.
- Creating and correcting memoranda, reports and presentations, ensuring an accurate, concise and error-free communication
- Plan and coordinate in detail the plans and operational activities for the development and implementation of other strategic plans.
- Training program and development of key managers for new employees.
- Organizing additional trainings for new employees

**EDUCATION AND TRAINING**

2016 - 2018

**Master of Arts in Marketing and Business Management**

AAB College - Faculty of Economics

Marketing and Business Management, Prishtina

2013 - 2016

**Bachelor in Economics in Management and Informatics**

University of Prishtina "Hasan Prishtina" - Faculty of Economics, Management and Informatics

2020 – 2021

**Accounting Officer –**

AFAS – Associates of Finance and Accounting Services  
Çertifikuar nga EXPERT (Financial/Accounting Software)

02 / /2021

**EBRD – European Bank for Reconstruction and Development**

The EBRD Know How Academy’s in a Crisis Programme

10 / 2016

**ANEA Organization**

Professional development seminar

Capacity building of civil society organizations and youth. Student activities about health - cultural management

**PERSONAL SKILLS AND COMPETENCIES**

Mother language

Albanian Language

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Interactive speech	Productive talk	
English	C1	C1	C1	C1	C1
Turkish	B2	B2	B2	A2	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

**Social skills** Ability to communicate effectively with all ages and characters, regardless of religion, nationality or similar.

**Organizational and managerial skills** Ability to perform work tasks under pressure and cooperate in a team; ability to direct and strengthen the culture of creative performance in collaborators;  
Organizational and communication skills acquired at university and during work experience and training.  
Ability to collaborate and work efficiently even in large groups of people. Analytical and interactive skills.  
Flexibility in performing several tasks at the same time.

**Digital Skills**

Self Assessment				
Information processing	Communication	Creative context	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

Certified by EXPERT (Financial Software for Data Analysis)

- Të Excellent knowledge of using MS-Office Products (Word, Excel, PowerPoint, Access, Outlook, MS Project)
- Excellent knowledge in using SPSS, IM-Management Inventory, KPE-TR, EXPERT (Financial software for data analysis), CorelDraw, MS Visio.

**Driving license** Category B