

Date of birth: 06/07/1990 | Nationality: Kosovar | Gender: Female | (+383) 49323143 | mjellma.zhuri@gmail.com |

Rr.Abdyl Ramaj, Taslixhe, 10000, Prishtinë, Kosovo

● WORK EXPERIENCE

30/12/2015 – CURRENT

CHIEF OF ADMINISTRATION – Kolegji "Pjeter Budi"

- Supervisor of administrative staff.
- Determining the schedule of lectures, exercises, consultations and exams for students in collaboration with the manager and the rector.
- Responsible for student enrollment in the SMIAL- system of the Ministry of Education Science and Technology.
- Preparation of reports regarding organization and progress of mid exams and exams.
- Archiving and managing student files.

Prishtina, Kosovo

10/09/2013 – 30/12/2015

ADMINISTRATIVE OFFICER – Kolegji "Pjeter Budi"

- Enrollment of admitted students for each academic year.
- Adjustment of admissions student documentation, formation of files.
- Preparation of reports on attendance of students and professors during lectures, exams.

Prishtina, Kosovo

20/06/2011 – 01/09/2011

SALES ASSISTANT – N.N.P.T "LESNAing" Prishtinë

- Customer Service

Prishtina, Kosovo

04/06/2012 – 31/08/2012 – Prishtine, Kosovo

SALES ASSISTANT – N.N.P.T "LESNAing" Prishtinë

- Customer Service

● EDUCATION AND TRAINING

18/09/2018 – CURRENT – Prishtina, Kosovo

MASTER OF MANAGEMENT – Kolegji "Pjeter Budi"

Department of Management

15/09/2010 – 18/11/2015 – Prishtina, Kosovo

BACHELOR OF ECONOMICS – University of Prishtina

Department of Marketing

● LANGUAGE SKILLS

Mother tongue(s): ALBANIAN

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| ENGLISH | C2 | C2 | C1 | C1 | C1 |

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

● DRIVING LICENCE

Driving Licence: B

● ORGANISATIONAL SKILLS

Organisational skills

Productive, analyzing issues, attention to details, effective, coordination skills, organizational skills, problem solving, team work.

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Excellent written and verbal communication skills, active listening.

● JOB-RELATED SKILLS

Job-related skills

- Document management
- Reporting
- Data entry
- Data analysis
- Typing
- Communications
- Computer Skills - Microsoft Office