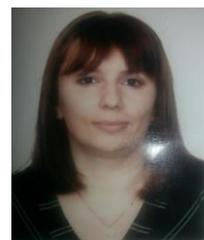


CURRICULUM VITAE



PERSONAL INFORMATION

Name **VALBONA ELMAZI**
Address **ST. 'MEDAR SHTYLLA', KOMPLEKSI KIKA , TIRANE , ALBANIA**
Telephone **+355692913195; +355674099798**
Fax **n/a**
E-mail **valbona.dervishi@gmail.com**

Nationality Albanian, Macedonian
Date of birth 03.12.1979

WORK EXPERIENCE

- Dates (from – to) October 2014-currently
- Name and address of employer Adriapol Institute, Marin Barleti University
- Type of business or sector Education
- Occupation or position held Responsible for Finance Office and Human Resources Management
- Main activities and responsibilities In charge for maintaining finance for Institutes: Adriapol, AIPA, BIRD, Youth Act Center and finance for Project Development in Marin Barleti University. I' am also in charge for Human Resources Management for employees in the Institutes.

- Dates (from – to) July 2013 – End of July 2014
- Name and address of employer Pro Credit Bank Albania, Head Office
- Type of business or sector Banking Sector, Process Management and Monitoring Department
- Occupation or position held Senior Specialist in Process Management and Monitoring Department(change in the position was because of the Institutional change of the Bank Structure)
- Main activities and responsibilities My duty is to monitor bank products for implementation based on product standards and their functionality in banking core system, preparation of different kind of reports for Managers of Departments, other Departments of the Bank and Management Board, testing of different processes in banking core system and part of the team responsible for the Up Grade of the Core Banking System etc.

- Period: 2012-2013 I have trained employees for financial mathematics exam. In that period also I have been part of the team for corrections of exams.*

- Dates (from – to) November 2012 – July 2013
- Name and address of employer Pro Credit Bank Albania, Head Office
- Type of business or sector Banking Sector, Process Management and Monitoring Department
- Occupation or position held Supervisor in the Testing and Monitoring Unit

- Main activities and responsibilities
 - Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- My duty was to supervise employees in the unit for the daily work, monitoring of the bank product for implementation based on product standards and their functionality in banking core system, preparation of different kind of reports for Managers of Departments, other Departments of the Bank and Management Board, testing of different processes in banking core system etc
- January 2012 – November 2012
 Pro Credit Bank Albania, Head Office
 Banking Sector, Human Resources Department
 Coordinator for Implementation of Human Resources & Training Software
- I was in charge for writing one part of the Business Analyses Document with functionalities that was included in the Software. I was also in charge for organizing meetings between Banks representative and company that was in charge for implementation of SW, in charge for coordination of the testing team, in charge for keeping correspondence with the company, preparing different reports for Management Board related with progress of implementation of SW , training of end users (Employees and Managers) etc.
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- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- September 2011 – January 2012
 Pro Credit Bank Albania, Head Office
 Banking Sector, Operations Department
 Credit Operation Coordinator/ Supervisor
- I was in charge to coordinate and control daily operational work of the unit and employees in the Unit. I was also in charge for writing different procedures related with operation unit and Credit Biro Register.
- Period: December 2010 – September 2011 I have been on Maternity Leave*
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- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- March 2010 – December 2010
 Pro Credit Bank Albania, Head Office
 Banking Sector, Project for Change of Core Banking System
 Coordinator for Loan Part of Project
- My duty was writing Functional Requirements for Loan and Client part of the project, analyzing loan portfolio with all functionalities, testing all loan processes after each implementation of new version of the system provided by the company, preparation of different information for implementation regarding loan module. I was also in charge for writing all procedures and operational manuals for functioning of a loan part related with new core system. In charge for training end users(Employees and Managers)
-
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- July 2009 – February 2010
 Pro Credit Bank Albania, Head Office
 Banking Sector, Operations Division
 Credit Operation Coordinator
- I was in charge to coordinate and control daily operational work of the unit and employees in the Unit. I was also in charge for writing different procedures related with operation unit and Credit Biro Register.
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- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- May 2008 – June 2009
 Pro Credit Bank Albania, Head Office
 Banking Sector , Human Resources Department
 Human Resources Specialist
- I was responsible for Administration and Reporting Unit. My duty was preparing of Employees contract, preparation of payroll, execution of salary, preparation of different kind of report for internal Departments, third parties (Tax Office, Insurance Office etc.) and different kind

of reports for ProCredit Holding. I was also in charge for updating the database of employees, preparation of the employee's dossier, Staff Loan Lending etc.

- Dates (from – to) 01 June 2006- 30 April 2008
- Name and address of employer Pro Credit Bank Albania, Train Station Branch
 - Type of business or sector Banking Sector, Train Station Branch
 - Occupation or position held Back Office Specialist
- Main activities and responsibilities Responsible for Operational part of the Loan Lending

- Dates (from – to) 08 December 2005- 31 May 2006
- Name and address of employer Pro Credit Bank Albania, Piazza Branch
 - Type of business or sector Banking Sector
 - Occupation or position held Employee in Training
- Main activities and responsibilities General training for operation of the Bank and especially for Back Office

- Dates (from – to) March 2004-May 2005
- Name and address of employer Ministry of Education and Science of the Republic of Macedonia, Skopje, Macedonia
 - Type of business or sector Sector of Education
 - Occupation or position held Program Assistant in Macedonian National Observatory (Project was set up and founded by European Training Foundation (ETF) an agency of the European Union, located in Turin, Italy
- Main activities and responsibilities I was responsible for implementation of the annual work programme of the Observatory and a number of important activities of the ETF in the country. I was also in charge of financial management of projects and organization of events.

- Dates (from – to) September 2004- December 2004
- Name and address of employer Ministry of Education and Science of the Republic of Macedonia, Skopje, Macedonia
 - Type of business or sector Sector of Education
 - Occupation or position held Member of the group for fulfilling Questionnaire of the European Union
- Main activities and responsibilities I was responsible for giving answers and contribution in questions from education area and explaining the meaning of National Observatory in the system of Secondary Education (VET Schools)

- Dates (from – to) September 2003- March 2004
- Name and address of employer "Sigma" A.D. Insurance Company, Skopje, Republic of Macedonia
 - Type of business or sector Sector of Insurance
 - Occupation or position held Specialist in Finance Department, Sector of Statistic
- Main activities and responsibilities I was responsible for preparation of Financial Reports required by Head of Finance and Board of Management

- Dates (from – to) March 2003- September 2003
- Name and address of employer Parliament of the Republic of Macedonia, Skopje, Republic of Macedonia,
 - Type of business or sector Public Sector
 - Occupation or position held Intern organized by the National Democratic Institute for International Affairs (NDI)
- Main activities and responsibilities I was responsible for analyzing laws, giving advices to the MP's , prepare amendments, prepare speeches for MP's, translate and comprise different kind of laws etc.

- Dates (from – to) September 2003
- Name and address of employer Strategic Marketing, Skopje, Republic of Macedonia,
 - Type of business or sector Private Sector
 - Occupation or position held Interviewer
- Main activities and responsibilities I was responsible for meeting and interviewing a certain group of population regarding TV Advertising.

EDUCATION AND TRAINING

- Dates (from – to) 2008-2010 Postgraduate Study
 - Name and type of organization providing education and training University of Tirana (Economic Faculty), Tirana, Albania
 - Principal subjects/occupational skills covered Marketing, Financial Management, International marketing, Leadership, Consumer Behavior Strategic Marketing, Marketing Research etc.
 - Title of qualification awarded Master in Marketing
 - Level in national classification Master of Science (Second Level)
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- Dates (from – to) 1999-2003 Undergraduate Study, University Degree
 - Name and type of organization providing education and training University "Ss. Cyril and Methodius University of Skopje", Skopje, Macedonia
 - Principal subjects/occupational skills covered Microeconomics, Macroeconomics, Econometrics, Political Economy, Public Finance, Financial Markets and Institutions, Monetary Economy, economic Development, Currency Policy etc.
 - Title of qualification awarded Bachelor Degree in General Economy
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- Dates (from – to) July 2012, Managing IT Projects
 - Name and type of organization providing education and training Semos Alts , Tirana, Albania
 - Principal subjects/occupational skills covered How to manage IT Projects for Stakeholders
 - Title of qualification awarded Certificate for Managing IT Projects

MOTHER TONGUE

ALBANIAN LANGUAGE

OTHER LANGUAGES

	ENGLISH LANGUAGE	MACEDONIAN	SERBO-CROATIAN
• Reading skills	Excellent	Excellent	Excellent
• Writing skills	Excellent	Excellent	Excellent
• Verbal skills	Good	Excellent	Good

SOCIAL SKILLS AND COMPETENCES

I have a good communications skills and I'm capable for working with other people. Teamwork is essential and very important for me.

ORGANIZATIONAL SKILLS AND COMPETENCES

Proven strategic thinking skills, excellent analytical and decision making skills, excellent verbal, oral and written communication skills, excellent presentation skills, experience with Project Management, strong technical, management and leadership skills, statistical data analyses etc.

TECHNICAL SKILLS AND COMPETENCES	Very good knowledge for Microsoft Office Package (Word, Excel, Power Point, Visio), Internet Explorer.
ARTISTIC SKILLS AND COMPETENCES	VERY GOOD SKILLS IN DESIGNING, WRITING
DRIVING LICENCE(S)	Yes (Category B)
TRAININGS AND SEMINARS	<p>2005-2014 I have attended trainings (Security in the Bank, Operational Risk Management & ISO, Standardisation of internal communication, Introduction Training for Loan Officer, Introduction Training for Credit Back Officer, Anty Robbery protection Against Fire and Salvation, Basic Training for Banking Service staff – Tirana, Albania</p> <p>2005-2014 I have attended trainings (Security in the Bank, Operational Risk Management & ISO, Standardisation of internal communication, Introduction Training for Loan Officer, Introduction Training for Credit Back Officer, Anty Robbery protection Against Fire and Salvation, Basic Training for Banking Service staff – Tirana, Albania</p> <p>2005 Participation in the conference for “Labour Market Review” – Skopje, Macedonia</p> <p>2004 Participation in one day conference for “Tristan-East” held by Ministry of Education and Science of R.Macedonia - Skopje, Macedonia</p> <p>2004 Participation in the “Meeting of National Observatories from Western Balkans and South Eastern Europe – Istanbul, Turkey</p> <p>2004 Participation in the conference for “Labour market and financial issues” – Turin, Italy.</p> <p>2004 Participation in “Advisory Forum” organised by European Training Foundation- Durres, Albania.</p> <p>2003 Participation in conference ECE (Pooling for emancipation and equality of woman in Republic of Macedonia/ Evaluation of Electoral – Struga, Macedonia</p> <p>2003 participation in four day seminar “Hope for better future, transformation of attitudes and building communities” and “Building inter ethnic Macedonia’ organized by Conflict Management group and Westminster Foundation for Democracy – Ohrid, Macedonia</p>

REFERENCES

1. Anjeza Kelmendi – Head of Agro Business Department , Intesa San Paolo Bank, e-mail: anjeza_kelmendi@yahoo.com; Anjeza.Kelmendi@intesasanpaolobank.al; mob:+335692080066
2. Nevila Kraja - Employee at QUIPU GMBH, Frankfurt Germany, e-mail: nevila_kraja@hotmail.com
3. Elsa Peca – Head of Credit Risk Department, ICBA Bank , pecaelsa@yahoo.com; mob:+355684000939
4. Gertjana Bebri – Head of Human Resources Department , Pro Credit Bank, e-mail: g.bebri@procreditbank.com.al; Mob:+355692052452
5. Helmut Zelloth – Country Manager for Macedonia 2005; e-mail: Helmut.Zelloth@etf.europa.eu; and Lida Kita e-mail: Lida.Kita@etf.europa.eu