

# Curriculum Vitae



## Personal Information: Alketa Shehu

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gender :female ,date of birth : 26.02.1978 , nationality : Albanian

## WORK EXPERIENCE

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June 2001 – February 2002 : Albanian Airline, finance department  
Tirana, Albania

Job position: Cost and revenue accountant for all movements in Lek

October 2005 – September 2007 : Credins Bank  
Durres , Albania

Job position: treasury specialist

October 2007-September 2016: Union Bank  
Durres , Albania

Job position: Customer Service Specialist till 2009  
Operational Menager till 2016

October 2016 – till now: Accountant Office Evis Milaqi  
Durres , Albania

Job position: accountant

## Education and training

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1997-2001: University of Tirana, Faculty of Economy

Tirana, Albania

Bachelor on Business Management

Specialized in Marketing

June 2001 : GTZ, Albania

Moderator and speaking in public

March 2009: Union bank in cooperation with BERZH  
Management

## Personal skills and competences

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Mother tongue : Albanian

languages	UNDERSTANDING	SPEAKING	WRITING	
	listening	reading	Spoken interaction	spoken production
Italian	C2	C2	C2	C2
english	C1	C1	C1	C1

Level: A1/2 basic user  
B1/2 independent level  
C1/2 proficient user

Computer skills and competences:

Competent with most of Microsoft office programs (Word, Excel, Power point, Outlook etc.)

Possession of the driving license, class B

Possession of "Carta di soggiorno" in Italy

