

DIONIS TUNAJ

Education

Elementary School

“Ate Shtjefen Gjeqovi” Zllakuqan – Kline
September 2006- June 2015

High School

“Luigj Gurakuqi” - Kline
September 2015 – 2018

University

“UBT – Higer Education Institution”
Computer Science
September 2018 – Now

Employment

Electronics Repair and Service Technician (Self-Employed)

Demonstrated proficiency in diagnosing and repairing a diverse range of electronic products, including smartphones, laptops, gaming consoles, etc.

Applied in-depth knowledge of electronic components, circuitry, and troubleshooting techniques to identify and resolve issues.

Kitchen Staff

Kosovo and Montenegro

Cooking and selling food.
Follow up with team regarding inventory stock.
Organizing and assisting in different events.

Warehouse Associate (Deliveries, POD/RMA)

Gjirafa INC, Prishtina.

July 2021- Decembre 2021

Handled all the outgoing shipments back to authorized serviced all over Europe and back to manufactures.

Preparation of reports, invoices and transport invoices in

Cooperation with the finance department and the operations team.

Participated in regular inventory counts and audits to ensure accurate stock levels in the POD department.

Operated computer systems and software to update and track delivery information in real-time.

IT Specialist - Gjirafa INC, Prishtina.

December 2021 - Now

Provided technical support to employees, company clients and international clients, resolving hardware and software issues

Administered and maintained operating systems, servers, networks of the company to ensure optimal performance and security.

Very good knowledge of computer hardware and software such as Microsoft Office (Word, Excel, PowerPoint) familiarity with various operating systems, such as Windows, macOS and Linux.

Troubleshooting, hardware/software support, ticketing systems, remote desktop support, network troubleshooting, system administration.

Personal Details

Date of birth

23 March 2000

Gender

Male

Nationality

Albanian

Contact

Email

tunajdionis@gmail.com

Phone Number

+38344976406

Address

Prishtina

Key Skills

Document Management

Inventory Control

Time Management

Customer Service

Technical Support

Hardware and Software

Troubleshooting

Excellent verbal and communication skills.

Help desk support

Languages

Albanian

German Level B1

English Level C1