**Sami Grajqevci**

**Street: Washington Cell: 048 422739**

**Prishtine Email: sam-z@live.com**

**Education and Traning**

**Bachelor: University for Business and Technology (UBT) – Computer Science and Enginering**

**Prishtine, Kosovo**

2005-2009 Post and Telecom

2006 – Current: Math-Technology

Oct 2009- Studying in UBT

 Faculty of Computer Science and Engieering

**Core Strengths**

**Language Skills : Computer Skills:**

 • Albanian (mother tongue), speaking, writing, reading • Microsoft Windows XP, Vista, Microsoft

 • English (English Fluent), speaking, writing, reading Windows 7, Microsoft Office, Microsoft

 Word Office, Microsoft Outlook, Microsoft

 Excel, Microsoft PowerPoint Internet.

**Extracurricular activities and Skills : Installing Skills:**

 • Strong leadership, analytical and independent • Security Camera with PC (Monitoring Area)

 background. • Sound System with PC

 • Highly motivated, committed, flexible and able to • Installing Software ect.

 work under pressured circumstances.

 • Extensive PC based software/hardware knowledge

 • Excellent English speaker/writing

 • Administrative Skills. Communication Services

 • Customer Relations

 • Data Entry

 • Excellent written and verbal communication skils

**Experience**

**1) N.t.p. “Ford-i” (Manager assistant):**

**City:**

Ferizaj, Kosovo

**Job Description:**

Client Interface

 • Collaborated on client engagement strategy to drive entry into risk-driven project methodology,

 improving accuracy of project definition, sizing estimates, and yearly resource budget planning.

 • Improved client relationships and project predictability through shared business and technology

 perspectives, agreed project roles, risk assessment, use cases, transparent business-aligned

 development efforts, and time-boxed delivery.

 • Network Security

 • Updated network systems to support confidential company operations and eliminate hacking.

**2) N.t.p. “Zjarri-A” (Manager assistant):**

**City:**

Gjilan/Viti, Kosovo

**Job Description:**

Client Interface

 • Collaborated on client engagement strategy to drive entry into risk-driven project methodology,

 improving accuracy of project definition, sizing estimates, and yearly resource budget planning.

 • Improved client relationships and project predictability through shared business and technology

 perspectives, agreed project roles, risk assessment, use cases, transparent business-aligned

 development efforts, and time-boxed delivery.

 • Network Security

 • Updated network systems to support confidential company operations and eliminate hacking.