**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.