



Curriculum Vitae

Personal Information

Muhamed Bajrami

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Date of birth 07/14/1993 | Nationality Kosovar

WORK EXPERIENCE

March 2019 – present

Deutsche Gesellschaft für Internationale Zusammenarbeit - GIZ Kosovo

July 2021 – present

Entrepreneurship Promotion (EP) Project

Advisor in Output 1 - Business Development Services

Supporting the implementation of business development services, which are provided by selected business associations and chambers
Supporting the capacity development of selected private sector organizations
Development of cost-sharing models and support for implementation
Supporting in the coordination and communication with consultants and partner organizations
Assisting external experts assigned to the project in completing their tasks
Facilitating and documenting capacity development measures, workshops, and other meetings with stakeholders at all levels

March 2019 – June 2021

Creating Employment Through Export Promotion (CETEP) Project
Junior Advisor in ICT and Manufacturing sector

Manage planning, implementation, and monitoring of trade-related activities about ICT and Manufacturing (Wood sector) sector
Contribute to developing good communication and working relationship with stakeholders from the private and public sector
Contribute to the identification of needs for support in terms of capacity development and technical assistance in ICT and manufacturing sector (by meeting current and potential implementation partners from public and private stakeholders)
Support sector associations in implementing activities about internationally recognized standards and promotion of goods/services; promotion of ICT and manufacturing services and products at regional and international markets through international fairs and B2Bs
Promote the visibility of the project (gather and summaries information regarding our project activities for social media page, factsheets, project presentations, GIZ website)
Gather information and monitoring data from partners and share them and collaborate with CETEP team and monitoring department for achieving and monitoring project indicators
Monitor and report on the economic, social, and political situation in the ICT and Manufacturing sector
Internship (March-June 2019): within the first three months, I have completed the internship period working within the finance and administration department, mainly assisting in finance part: budget reviews; assisting in completion of financial settlements; etc.

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|------------------------------|---|
| July 2018 – February 2019 | <p>Professional Evaluation and Certification Board (PECB) Headquarters: Quebec, Canada; Branch: Prishtina, Kosovo</p> <p>Exam Processing Manager (Compliance Department) Within the first three months (July-October) I have completed an internship at the Customer Service department, before joining the full-time position at the Compliance department</p> <p>Responsible and in charge for exam result processing, preparation of statistics related to examination results for internal monitoring purposes, and if required by partners Responsible for registering exam scores of the candidates in database Responding to candidate's request regarding exams, exam result delivery, and other details.</p> |
| June – June 2018 | <p>American Chamber of Commerce in Kosovo - Field Researcher (Short-term service – 1 month)</p> <p>Completing questionnaires with SMEs in the Region of Prizren regarding to the Stabilisation and Association Agreement signed by Kosovo, which agreement will help SMEs to enhance their activities and export through various facilities that this agreement will provide.</p> |
| November 2017 – May 2018 | <p>Center for Education and Training (CET) Prizren</p> <p>Project Facilitator – Voluntary Work Guiding various activities under the project partnership with Erasmus+ Programme and European Commission Contribution on organizing workshops in Kosovo as well as abroad (partnering organizations) Conducting research on different topics (youth; sport; culture), writing reports, factsheets, and brochures, etc.</p> |
| January 2015 –September 2015 | <p>Raiffeisen Bank Kosovo – Sales Officer Visiting clients as well as promoting and selling bank products for individuals and small businesses Responsible for recruiting new clients Providing professional advice to clients regarding banking services and products Advice towards the potential clients regarding the selection of products or services and guiding them in completing the necessary documents Preparing the weekly and monthly plan of visits to clients Preparing daily, weekly, and monthly reports (upon request) and sending them to the Supervisor Coordinating individual and peer affairs in accordance with bank regulations.</p> |
| June 2014 –September 2014 | <p>ProCredit Bank Kosovo - Internship Providing information to the clients of the bank on the platform of E-Banking likewise services and products provided from the usage of the digital technology.</p> |
| June 2011 – September 2011 | <p>Super Viva – Sales Representative Managing and arranging the stock properly within the store Checking the stock on regular basis Maintaining the communication channel with the partners</p> |

EDUCATION

- October 2015 – October 2017 **Master of Science in International Economics and Commerce**
Universita Politecnica delle Marche
Ancona, Italy
- October 2012 – October 2020 **Bachelor's degree in Political Science**
University of Prishtina
Prishtina, Kosovo
- October 2011 – October 2014 **Bachelor's degree in Management and Informatics**
University of Prishtina
Prishtina, Kosovo
- October 2021 – present **Master studies in International Relations and Diplomacy**
University of Prishtina
Prishtina, Kosovo

TRAINING

- February 2022 onSITE Operations
Training at GIZ (**Certificate**)
- August 2021 Cooperation in complex environments – Management adapted to the specific context
with Capacity WORKS
Training at GIZ (**Certificate**)
- May 2021 Information Security
Training at GIZ (**Certificate**)
- March 2021 E-Learning Compliance basic module
Training at GIZ (**Certificate**)
- December 2020 Data Protection
Training at GIZ (**Certificate**)
- October 2020 Introduction to Modern Human Resource Management
Training (**Certificate**)
- 23-27 July 2019 Study Visit – Political Academy (Friedrich Ebert Stiftung)
Venue: Nordrhein-Westfalen (Düsseldorf, Cologne, Bonn)
- February – May 2019 Accounting (Associates for Finance and Accounting Services - AFAS)
Title: Accountant Clerk (**Certificate**)
Venue: Prishtina, Kosovo
- 04-08 February 2019 ISO / IEC 27001 Information Security Lead
Implementer Training (**Certificate**)
Venue: Prishtina, Kosovo
- May 24, 2018 – June 2, 2018 Political Academy (Friedrich-Ebert-Stiftung)
Training (**Certificate**)
Venue: Gjilan, Kosovo

16-24 January 2018

Human Rights Education for European Values
Equalization
(Erasmus+ Programme)
Venue: Dakovo, Croatia

01-08 September 2017

Health Care and Obesity
Venue: Malta

MOTHER TONGUE(S): Albanian

OTHER LANGUAGE(S):

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | LISTENING | READING | SPOKEN INTERACTION | SPOKEN PRODUCTION | |
| English | C1 | C1 | C1 | C1 | C1 |
| Turkish | A2 | A2 | A2 | A2 | A2 |
| Serbian | A1 | A1 | A1 | A1 | - |
| German | A1 | A2 | A1 | - | - |

COMMUNICATION SKILLS

Excellent written and verbal communication skills (both in AL and ENG)
Confident, articulate, and professional speaking abilities (and experience)
Empathic, listener, and persuasive speaker

DIGITAL COMPETENCE

| SELF-ASSESSMENT | | | | |
|------------------------|---------------|------------------|-------------|-----------------|
| INFORMATION PROCESSING | COMMUNICATION | CONTENT CREATION | SAFETY | PROBLEM SOLVING |
| INDEPENDENT USER | PROFICIENT | INDEPENDENT | INDEPENDENT | INDEPENDENT |

Proficient user of Microsoft Package (Word, Excel, PowerPoint)

Driving license B category