





PERSONAL INFORMATION

Albina Hysaj



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WORK EXPERIENCE

05/11/2018–Present

Lecturer

Metropolitan University of Tirana
Rr, Sotir Kolea, Tirana (Albania)
<http://umt.edu.al/new/>

- Scientific Work
- Lecturing subjects such as Principles of Accounting, Finance Foundations, Portfolio Management, Financial Engineering
- Administrative work

Business or sector Education

30/03/2018–11/11/2018

Controlling Officer, Controlling and Planning Department - Finance Division

Raiffeisen Bank, Tirana (Albania)
<https://www.raiffeisen.al/>

Preparing and controlling reports submitted in head office in Vienna.

Business or sector Banking

08/04/2014–05/09/2014

Accountant in Account and Finance Department

Albtours D Vas Tour
Rr. Ibrahim Rugova, Tirana (Albania)
<http://www.vas.al/>

- Registering invoices in the Financial System;
- Filing documents;
- Declaring activity in Fiscal system

Business or sector Tourism

11/03/2013–15/04/2013

Intern in the Finance department

Mane TCI, Tirana (Albania)

- Registering invoices in the Financial System;
- Filing documents;
- Office works.

01/10/2009–05/09/2014

Volunteer Youth leader, Youth worker.

Albanian Society in Development, Tirana (Albania)

- Maintaining contacts with other youth organization around Europe
- Make arrangement for Albanian Groups participating in projects on behalf of ASD Albania.

EDUCATION AND TRAINING

- 15/09/2015–11/10/2019 **PhD in Finance**
Anadolu University
Yeşiltepe Mahallesi, Yunus Emre Kampüsü, 26470 Tepebaşı/Eskişehir, Turkey, 26000
Eskişehir (Turkey)
<https://www.anadolu.edu.tr/en>
- Risk Management,
 - International Financial Markets
 - Qualitative Research
 - Contemporary Techniques in Finance
 - Portfolio Management
 - Ethic of Science
 - Philosophy of Social Science
- 27/05/2019–31/05/2019 **Erasmus + Programe for Academic Staff-Lecturing**
University of Latvia, Riga (Latvia)
- Lecturing about Modern Financing Methods
 - Seminars related to international education methods and opportunities
- 29/09/2014–20/06/2015 **Turkish Language Proficiency**
TOMER, Eskişehir (Turkey)
- 20/10/2012–15/06/2014 **Master of Science in Finance**
Faculty of Economy, University of Tirana, Tirana (Albania)
- Finance,
 - Accounting,
 - Management related subjects
- 20/10/2009–15/06/2014 **Bachelor in Finance and Accounting**
Faculty of Economy, University of Tirana, Tirana (Albania)
- Finance,
 - Accounting,
 - Economics related subjects
- 22/07/2013–02/08/2013 **Certificate - Bases of Econometric**
Prishtina International Summer University, Prishtina (Kosovo)
Lectures related to principles of econometric.
- 12/06/2013–12/06/2013 **Conference Certificate**
Faculty of Economy and Agribusiness, Agribusiness University of Tirana, Tirana (Albania)
Student conference “Behaviour of economic agents towards actual development challenges”
- 20/04/2013–20/04/2013 **Conference Certificate**
Student Club “Future Financier”, Faculty of Economy; University of Tirana, Tirana (Albania)
Student conference “Let’s recognize the problems, and search for changes and economic growth”

- 16/11/2012–25/11/2012 **Youthpass-Human Diversity and its values.**
Kulturen in Kontakt, NGO & ASD Albania, NGO, Freiburg (Germany)

- 08/07/2012–20/07/2012 **Certificate in International Financial Markets**
Prishtina International Summer University, Prishtina (Kosovo)
 - Lectures about International Financial Markets
 - Grade A

- 05/04/2012–08/04/2012 **Conference Certificate**
Student Club “Future Financier”, Faculty of Economy; University of Tirana., Dubrovnik (Croatia)
Student conference, “Albanian Economy in the focus of Finance students”

- 23/10/2011–27/10/2011 **Youthpass Youth empowerment in decision making**
SALTO and FYR Macedonia National Agency, Ohrid (North Macedonia)

PERSONAL SKILLS

Mother tongue(s) Albanian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Turkish	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Very good communication skills developed on international environment
- Excellent communication skills with youth people and students developed while working as youth leader and lecturer.

Organisational / managerial skills

- Group Work: During my studies I have had many group assignments; my volunteer work in a youth organization also has provided me with many occasions of team work.
- Intercultural skills. I have participated in some international activities as training or youth exchanges. I have co-organized youth exchanges with youth from different countries.

Job-related skills

Publications:

- “Labour market in Albania and the effects of the Euro Area crises in it”
Student Conference “Albanian Economy in the focus of Finance students”, pg 59, 2012.
ISBN 978-9928-05-057-1
- “Pre-election expectations; are Albanian more likely to save ore consume in this period”
Student conference “Let’s recognize the problems, and search for changes and economic growth”,
pg 79, 2013.
ISBN 978-9928-162-58-8

Digital skills

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

- Competent with most of Microsoft office programmes especially EXCEL,
- Knowledge about the Programme 'Alpha platinum' and the program "Finance 5", and E-views.