

## Personal Data



## Jeton Akiku

## WORKING EXPERIENCE

July 2015 - **Head of Finance and accounting unit**

Agency for Electronic Communications

- Participation in the preparation and control over the implementation of the annual financial plan of the agency.
- Analyzing the draft acts prepared by other units in the agency and the draft acts of other entities that have or may have financial impacts on the budget.
- Controlling of the whole process of strategic planning in terms of financing
- Coordinating the process of development, establishment, implementation and maintenance of financial management and control
- Policy control and operational management and budget execution
- Preparing of the annual account

March 2014 – June 2015 **Officer in finance and accounting unit**

Agency for Electronic Communications - Republic of North Macedonia

- Calculation, invoicing and monitoring of collection of outgoing invoices for compensation for abbreviated numbers and series of numbers
- Calculation, invoicing and monitoring of collection of outgoing invoices for annual fee for market supervision
- Calculation, invoicing and monitoring of collection of outgoing invoices for annual fee for universal service fund

April 2010 – March 2014 **Banking commercialist**

НЛБ Банка – Република Северна Македонија

NLB Bank - Republic of North Macedonia

- Promotion and sale of banking products to individuals and legal entities.
- Establishing business contacts
- Collection of due liabilities and activation of collection instruments.
- Monitoring of complex complaints
- Transfer of knowledge
- Sale of credit cards to individuals

February 2008 – June 2009

### Master of Business Administration

Institute of Social Sciences / General Management

Bahcesehir University - Istanbul / Turkey

- Managerial skills, strategic management, organizational skills and human resources, marketing, accounting and finance

February 2002 – February 2008

### GRADUATED ECONOMIST

Faculty of Economics and Administrative Sciences / Department of

Economics, Bogazici University - Istanbul / Turkey

- Microeconomics, macroeconomics, mathematics of economics, econometrics, money, banking and financial institutions, public finance, international economics, history of economic thought, growth and development

### PERSONAL SKILLS

Mother tongue      Albanian

| Other language | UNDERSTANDING |         | SPEAKING    |            | WRITTING |
|----------------|---------------|---------|-------------|------------|----------|
|                | Listening     | Reading | Interactive | Productive |          |
| Macedonian     | C2            | C2      | C2          | C2         | C2       |
| English        | C2            | C2      | C2          | C2         | C2       |
| Turkish        | C2            | C2      | C2          | C2         | C2       |

Communication skills

- Good communication skills gained through my experience and education.

### IT skills

#### self-evaluation

| Information procesing | Communication | Content creation | Security     | Problem solving |
|-----------------------|---------------|------------------|--------------|-----------------|
| Skilled user          | Skilled user  | Skilled user     | Skilled user | Skilled user    |

- Good knowledge of office package (Microsoft windows, Microsoft office, Microsoft word, Microsoft excel, Microsoft PowerPoint, Internet explorer, etc.)

Driving license

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