

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

Macedonian

English

Turkish

	UNDERSTANDING		SPEAKING		WRITING
	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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