

Curriculum vitae

Personal information

Name / Surname **Amarda (Bono) Mema**

Adress L. "Pavarësia", Rr."Zyk Matani", Vlorë, Albania.

Mob. 00355 692551763

Fax

E-mail bonoamarda@yahoo.com

Nationality Albanian

Date of birth December 7th, 1979.

Gender F

Employment wanted / Employment's field

Financier/ Economic field

Work experiences

Dates (from - to)	March 2019 -
Occupation or position held	Consulent for business' development.
Main activities and responsibilities	Technical assistance for businesses operating in Vlora in tourism, agroindustry, handicraft, fishing, agro-tourism and metal industry field. Technical assistance for realisation of projects funded by EU. Communication and consentaneity with the projects partners and its beneficiaries. Preparation of the progress reports for the projects. Development and processing of questionnaires for SME-s in Vlora Region. Participation in the realization of economic studies and market analysis for appointed sector. Preparation of the applications for IPARD program, including technical assistance, complement of documents, business plans.
Name and adress of the employer	"Auleda" (Local Economic Development Agency), Vlorë.
Type of business and sector	Non - profit organization.
Dates (from - to)	January 2019 - February 2019
Occupation or position held	Financial expert for agroindustry.
Main activities and responsibilities	Offering services to SME-s for IPARD program , organization of informative sessions with the farmers and producers of agroindustrial sector.
Name and adress of the employer	"Auleda" (Local Economic Development Agency), Vlorë.
Type of business or sector	Non - profit organization.

Dates (from - to)	October 2012 – September 2015
Occupation or position held	Economist
Main activities and responsibilities	Keeping the accounting information of the company, preparation of the financial documents, suppliers' accounts, byers' accounts, employees' register and their files with the information needed, etc.
Name and adress of the employer	"Art Mobileri"Ltd. Vlorë.
Type of business and sector	Furniture products, trading of furnitures and different accessories..
Dates (from - to)	February 2010 - October 2011
Occupation or position held	Customer service representative.
Main activities and responsibilities	Banking products selling, executing transactions for big clients(individuals and businesses), monthly reports about sales and banking transactions of the unit, preparation of loan files for individuals and small businesses.
Name and adress of the employer	"NBG Bank", Vlorë.
Type of business and sector	Banking sector.
Dates (from - to)	September 2006 - February 2010
Occupation or position held	Customer service.
Main activities and responsibilities	Banking products selling, executing transactions for business' clients, preparation of financial reports of the unit.
Name and adress of the employer	"NBG Bank"
Type of business and sector	Banking sector.
Dates (from - to)	December 2004 - September 2006
Occupation or position held	Teller
Main activities and responsibilities	Cash transactions, exchanges, tax payments, opening of new accounts, giving information for banking products.
Name and adress of the employer	NBG Bank
Type of business and sector	Banking sector.
Dates (from -to)	August 2002 - December 2004
Occupation or position held	Financier
Main activities and responsibilities	Administration of insurance policies and financial documents of Vlora Branch.
Name and adress of the employer	"Atlantik" Sh.a, Vlora Branch.
Type of business and sector	Insurance company.

Education and trainings

Dates (from - to)	1998-2002
Title of the qualification achieved	Financier - accountant, Finance profile.
Main topics / skills covered by education / training	Preparation of financial reports and knowledges about accounting.
Name and type of organisation providing education and training	University of Tirana, Faculty of Econominc Sciences. Finance - Accounting Branch. Profile Finance.
Dates (from -to)	1994 - 1998
Name and type of organisation providing education and training	"Halim Xhelo" High School, Vlorë, Albania.

Personal skills and competences

Mother language Albanian

Other languages	English	Italian
Reading skills	Very well	Excellent
Writing skills	Very well	Excellent
Verbal skills	Very well	Very well
Social skills and competences	Good communication skills. Good ability to adapt.	
Organization skills and competences	Time management. Achievement of deadlines.	
Technical skills and competences	October 2001 - February 2002, intensive course of English language, Center of foreign languages "Studenti", Tiranë (certificate).	
	March 2002 Computer Course, Professional Trainings Center "Universe", Tiranë. Use of Office 2000 and Windows package in the programs MS.Word, MS.Excel, Internet, Alfa Accounting and Dea Accounting (certificate).	
	Very good knowledge of the financial program, " Bilanc".	
Additional information	Certificates, diploma.	