


PERSONAL INFORMATION

Alfred Leskaj

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 Alfred Leskaj alfred.leskaj@gmail.com

Sex male | Date of birth 27/07/1964 | Nationality Albanian

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

WORK EXPERIENCE

March 2016 – ongoing

Performance Auditor

Debt Management on the Energy Sector and Higher Education, have been the two topics audited from me on the Performance Department, for the period concerning my presence on the State Audit.

2012-2016

General Administrator of the Faculty of the Medical University of Tirana, managing investment projects, day to day financial situations and organization politics on the Higher Education.

2000-2008

Lecturer on "Management Information System", Faculty of Economics (Part Time)

Lecture for MIS (Management Information System) at the Technological University of Vlore, where he also led the workgroup in charge of IT Department.

2008-2010

Director of economic issues at Regional General Hospital, Vlore.

Director of economic issues, responsible of managing public funds, planning and allocating available funds from the state budget, also those provided by support services. Chairman of the Bid Evaluation Committee.

2006-2008

Director of economic issues at Sea Port Company, Vlore.

Management of public funds for the activity with a great experience in recognition of the Albanian laws and in particular the ones for public procurement. Chairman of the bid evaluation committee, drafter of the project for privatization of stevedoring and many other sectors.

1999-2008

Administrator of "Computer Plus", a company that sells information technology products, solutions and services.

2000-2001

IT System Administrator of the regional Taxation branch, Vlore

Database administrator for taxation system, meanwhile working in the position of IT department director, for the great experience and knowledge in Oracle and Novell.

EDUCATION AND TRAINING

- 2007-2009
Replace with EQF (or other) level if relevant

MPA - Master in Public Administration, Tirana University. The Affiliation of University of Nebraska
Thesis: "Increasing the quality of public services through e-government"
- 2003 – 2007

Bachelor in Business Administration, Faculty of Economics
- 1984 -1988

Bachelor in Math and Physics, Faculty of Natural Sciences
- 2002

Postgraduate qualification on "Public Administration" organized by CEFAL-University of Bologna, Italy
- 2002

Postgraduate qualification in Advanced Marketing, Tirana University, Faculty of Economics
- 2000

Postgraduate qualification on Netware 5.1 and Oracle 8i Oracle Database. Administration at Oracle University and Novel Education, Budapest Hungary
- 1998-1999

Postgraduate qualification on Computer science, EDP degree in Informatics, Italy
- 2006

Qualification on "Management of computer networks", ZYXEL Training Center-Italy
- 2009

Training on "Public Procurement by electronic means," organized by ITAP
- 2008

Training on "The prevention of conflicts of interest and asset declarations" organized by ITAP
- 2003

Training on "Financa" an Albanian software widely used for bookkeeping and financial analysis for businesses and governmental institutions.

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

English	B2	B2	B2	B2	B2
Replace with name of language certificate. Enter level if known.					
Italian	B2	B2	B2	B2	B2
Replace with name of language certificate. Enter level if known.					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Enjoys team working and thanks to several life experience is able to confront with different way of thinking. Excellent communication and adaption in intercultural group. Having a professional attitude and ability to be flexible and handle change in positive manner.

Organisational / managerial skills

- Self - control and calm in difficult situations
- Excellent organizing and time management
- Strongly motivated and ambitious for reaching important results
- Seeking for personal and professional development to highest level.

Job-related skills

- Excellent abilities of judging under pressure thought my highly intensive and proactive job in imports and transportation
- Excellent negotiation skills through being the key contact person in negotiating prices and conditions.
- Excellent analytical and problem solving skills
- Willing to learn and start over good command of quality control processes (currently responsible for quality audit)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient User	Proficient User	Proficient User	Proficient User	Proficient User

Microsoft Office

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificate(s)

Other skills

- Photoshop
- Dbase management

Driving licence

Replace with driving licence category/-ies. Example:
 B