



Ermira Manja

Work permit: Albanian | **Date of birth:** 27/03/1977 | **Place of birth:** Burrel, Mat, Albania | **Nationality:** Albanian |
Gender: Female | **Phone number:** (+355) 692917186 (Mobile) | **Email address:** ermiramanja@gmail.com |
Address: Tirane, Albania (Home)

● EDUCATION AND TRAINING

28/06/2001 Tirane, Albania

UNIVERSITY DIPLOMA (4- YEAR DEGREE) IN PUBLIC ADMINISTRATION Faculty of Economics, University of Tirana

Field of study Business, administration and law

03/2010 Tirane, Albania

TRAINING IN THE MODULE "FINANCE 5" Qatar Center

04/2010 Tirane, Albania

TRAINING IN THE MODULE "ALFA ACCOUNTING" Qatar Center

● WORK EXPERIENCE

FINANCE SECTOR MANAGER – DISTRICT BAILIFF'S OFFICE OF DIBRA – 06/2002 – 02/2003 – PESHKOPI, ALBANIA

INSPECTOR IN THE ASSESSMENT AND COMPENSATION SECTOR – AGENCY FOR THE ASSESSMENT AND COMPENSATION OF PROPERTY – 28/05/2008 – 06/2009 – TIRANE, ALBANIA

ECONOMIST – "ALBPETROL SH.A" JOINT STOCK COMPANY – 24/10/2014 – 31/01/2017 – TIRANE, ALBANIA

SPECIALIST IN THE FINANCE, ACCOUNTING AND PROGRAMMING SECTOR – "ALBGAZ SH.A" JOINT STOCK COMPANY – 01/02/2017 – 18/12/2017 – TIRANE, ALBANIA

HEAD OF HUMAN RESOURCES – "ALBGAZ SH.A" JOINT STOCK COMPANY – 18/12/2017 – 11/12/2018 – TIRANE, ALBANIA

PUBLICATION OFFICE MANAGER IN FINANCIAL STATISTICS DEPARTMENT – BANK OF ALBANIA – 12/12/2018 – 06/02/2026 – TIRANE, ALBANIA

● LANGUAGE SKILLS

Mother tongue(s): **ALBANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B1	B1	B2

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ITALIAN	B2	B2	B1	B1	B2

● **SKILLS**

Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Social Media | Good listener and communicator | Organizational and planning skills | Team-work oriented | Motivated | Reliability | Responsibility