

NERTILA GJECI
Curriculum Vitae

Birth: 12 April 1985
Nationality: Albanian
Phone: +39 393 535 2494
+34 603 28 78 95

nertagjeci@gmail.com

PROFESSIONAL EXPERIENCE

Italian Chamber of Commerce, Madrid, Spain **Feb 2015– Jun 2015**
Commercial, Trade Fair and Exhibitions Department

- Commercial services
- Organizing trade fairs in Spain and Italy
- Organizing commercial events between Italian and Spanish Companies
- Business meetings

VisitBritain, London, UK **Jul 2014 – Oct 2014**
E-Commerce and Retail Intern

- E-Commerce research and report writing
- Management of the shop categories
- Activation of the products on the shop and make sure that they are displayed correctly
- Translation and update of the product descriptions and e-vouchers
- To deal promptly and helpfully with the customers in English and another language

New World Foundation, Italy **Jan 2011– Dec 2013**
(in Cooperation with Onlus and Unicef Uk)
External Supervisor

- Aid Projects for Syrian and Iraqi Refugees in the Italian Territory

Kontatto Spa, Perugia, Italy **Mar 2010 – Jul 2010**
Sales and Marketing Department Assistant

Spark Ministries Foundation, Lezhe, Albania **Jul 2009 – Jan 2010**
Accountant

- Handling accounts receivable and payable
- Performing full-charge bookkeeping tasks
- Coordinating transactions between investment and checking accounts
- Ensure the Foundation is in compliance with all internal policies and relevant regulations and ensure filings are completed in a timely manner.
- Develop cash flow forecasting and maintain a long term cash forecast
- Manage the payroll function ensuring efficient systems, process and controls

Société Générale Bank, Lezhe, Albania **Jan 2009– Jun 2009**
Training Junior Loan Officer

EDUCATION

M.Sc, International Cooperation and Development Oct 2012–Apr 2015

University for Foreigners of Perugia (Italy)

This Master's degree programme aims at training qualified personnel who aspire to International Cooperation, specifically: International aid projects, private companies operating in international markets, human rights protection, peace-keeping projects, environmental protection and development cooperation.

Exchange Programme between:

Feb 2014 – Jun 2014

University for Foreigners of Perugia and Universidad Complutense de Madrid

Universidad Complutense de Madrid (Spain)

B.Sc, Financial Markets, Institutions and Instruments 2005 – 2010

University of Perugia, Perugia (Italy)

The skills acquired are related to the overall functioning of the banking and about the financial system. (Bank management, Science in Finance, Mathematics for financial markets, Securities markets, Theory of finance, corporate finance)

High School Diploma

1999 – 2004

High school of Economics, Tirana (Albania)

Business and Administration

COMPUTING SKILLS

Excellent skills in using computers

Microsoft Office, Finance 5 Programme, Photoshop

LANGUAGE SKILLS

English: Fluent C1

Italian: Fluent C2

Spanish: Fluent C1

French: Basic A2

Albanian: Mother Tongue

INTERESTS

Reading, Traveling, Music, Financial markets and International Politics