

Curriculum Vitae

PERSONAL INFORMATION

Name **AFERDITA ÇARKAXHIU GASHI**
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PERSONAL SKILLS AND COMPETENCIES

Nationality **Kosovo**
Date of birth 23.08.1964 SKOPJE, REPUBLIC OF NORTH MACEDONIA

WORK EXPERIENCE

	<u>1989-31.12.1994</u>	<u>01.09.1991-30.06.1992</u>
• Dates (from – to)		
• Name and address of employer	"17 Nëntori" trading company	"Hoxhe Kadri Prishtina" secondary school as Teacher of
• Type of business or sector	as Finance officer and Planning and analysis officer	Economic subjects
• Occupation or position held		
• Main activities and responsibilities		
	<u>01.10.1000-30.09.2005</u>	<u>13.10.2005-ongoing</u>
	'Protech' private firm as finance and admin manager	'Audit AB' office for audit as Founder and Statutory auditor

EDUCATION AND TRAINING

	<u>2002-2005</u>	<u>1982-1986</u>	<u>1978-1982</u>
• Dates (from – to)			
• Name and type of organization providing education and training	SCAAK	'Universiteti I Prishtines'	"Shkolla Ekonomike"
• Principal subjects/occupational skills covered	Obtained license as: -Accountant Technician 2002 -Certified Accountant 2003 -Licensed Auditor 2004 -Licensed Internal Auditor since 2018	Graduated economist four year program	High School Ferizaj
• Title of qualification awarded			
• Level in national classification (if appropriate)			

Consultancy and trainings,

I have been engaged in consultancy for different accounting matters and as a trainer in workshops regarding the start up businesses, ngo-s, consultancy for companies, registration through accounting budget lines, divided the expenses within different projects, calculating taxes and pension, and all other obligations toward tax administration.

Auditing of yearly financial statements and projects for different companies and NGO-s.

Accounting services for companies and ngo-s.

Review of the Financial Statement for different companies.

I am highly skilled in writing different reports.

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

ENGLISH, TURKISH SERBIAN

EXCELLENT, EXCELLENT, EXCELLENT

EXCELLENT, GOOD EXCELLENT

EXCELLENT, EXCELLENT, EXCELLENT

**SOCIAL SKILLS
AND COMPETENCIES**

Working mostly for Non-governmental organization in managerial position has further deepened my knowledge and experience on professional level. Audit and continues professional education is an asset that I am using during my everyday work either as finance manager or licensed auditor.

2009 -ongoing

Personal skills and competences

Continues Professional Education 40 hrs per year

**ORGANIZATIONAL SKILLS
AND COMPETENCIES
MOTHER TONGUE**

From my experiences mentioned above I am quite punctual on deadlines and schedule. I believe that in order to be able to coordinate and manage successfully a team, project or budget the very first step that one should start from is discipline and do things systematically.

**ALBANIAN TECHNICAL SKILLS
AND COMPETENCIES**

From my experiences mentioned above, as consultant and manager of different project or works, I have developed my ability to research, gather information and analyze them for the best possible use. I am highly compatible with Microsoft-Office programs.

DRIVING LICENCE(S)

Valid driving License

ADDITIONAL INFORMATION

I can provide additional information upon request.

ANNEXES

I can provide reccomendations upon request.

CURRICULUM VITAE

RADE KRNJETA

Certified Auditor

ZINKE KUNC 3, 10000 ZAGREB
CROATIA

TEL. +385 1 615 55 80, CELL: 091 780 7856,
E-MAIL: rade.krnjeta@finar.hr

KEY QUALIFICATIONS

Mr. Rade Krnjeta has more than 25 years of experience in managing finances and accounting in major non-profit and for-profit organizations for both Croatian and international companies and organizations. Mr. Krnjeta is familiar with EU reporting requirements and NGO grant regulations. As an authorized auditor in Revizija Finar d.o.o. he managed more than hundred audits and expense verifications of EU, UN, USAID, OSCE funded grants.

EXPERIENCE

Revizija Finar d.o.o. (*January 2008- Present*)

Owner and director, authorized auditor responsible for:

- Managing, conducting and supervising audit processes
- Directing business operations in the company

Academy for Educational Development (*January 2001- September 2011*)

Finance Manager, responsible for:

- Financial managing of USAID/AED's CroNGO Program in Croatia and IPCP program in Kosovo.
- Oversee and direct the entire grants portfolio for the project.
- Perform pre-award activities for grant recipients including reviewing grantees' accounting systems through accounting questionnaire and pre-award audit.
- Oversee execution of financial monitoring plan for grantees and grant awarding procedures.
- Conduct workshops on financial grant procedures. Train the grantees on USAID/AED requirements and reporting procedures.
- Conduct field visits of grantees as required and determined.
- Review grantees regular financial reports and monitor the expenses accrued against installments made and total grants budget, track outstanding grants and prepare appropriate reports.
- Financial managing and control of more than fifty grants and subcontracts, total value of more than \$20 million.
- Audit of AED operations in Moldova (2007), Kenya (2008). Conduct trainings on financial grant procedures in South Africa (2008)

ODRAZ, sustaining community development (*October 2000-December 2001*)

Finance/Office manager, responsible for:

- Managing NGO's accounting and financial processes
- Odraz finance and accounting, payroll, petty cash, reporting to local authorities

Academy for Educational Development (*July 1998-September 2000*)

Finance/Office Manager, responsible for:

- Financial managing of AED's program NGO Development in Croatia in accordance with USAID NGO award regulations.
- Reviewing and processing impressed expense reports for overseas field offices; providing feedback as necessary.
- Reviewing/processing/verifying vendor invoices/purchase orders for payment.
- Monitoring/verifying cost sheets/invoices from AED's Accounting department against budgets and obligated funds; printing cost sheets; researching and reallocating charges on cost sheets as necessary.
- AED-Zagreb office accounting; payroll, petty cash, reporting to local authorities

Daewoo Motors Croatia (*May 1997-June 1998*)

Financial/Accounting Manager, responsible for:

- Organizing and managing of finance and accounting in the company
- Reporting to Corporate Headquarters and Croatian authorities

International Rescue Committee (*January 1996-May 1997*)

Accountant, responsible for:

- Accounting for 6 field offices
- Establishing and safeguarding cash needs of field offices

INA, Croatian national oil company (*August 1985-July 1996*)

Internal Auditor, responsible for:

- Control and audit of financial reports, accounting, commerce, cash flow
- Reporting to the management

Zagreb Police, Economy dept (*November 1983-July 1985*)

Inspector for Economic Affairs, responsible for:

- Investigations in export-import and trade infringements

LANGUAGES

Croatian (Native speaker), English (fluent), German (fair).

EDUCATION

1981 Faculty of Economy, Zagreb University, BA degree, 1981

2000 Certification as an authorized auditor from the Croatian Auditor's Association.

2003 Completion of Financial Management of USAID Awards seminar.

2012 EU grants Academy

SPORT

Actively involved in judo. I am a black belt holder, the 3rd day. I have won numerous medals at European and world veteran championships and in 2018 the title of world champion.

Zagreb, March 2021



Rade Krnjeta