

Muhamed Prezja

Address: Rruga Sami Frasheri, Tirane, Tirane, Albania | **Cel:** (+355) 695743848 |
Email: mediprezja92@gmail.com | **Gender:** Male | **Date of birth:** 25/09/1992 | **Nationality:** Albanian

Education

MASTER OF SCIENCE IN "CIVIL AND COMMERCIAL LAW" | 10/2015 - 07/2017 | UNIVERSITETI "LUARASI"

Address: Rruga e Elbasanit 59, Tirana 1000, Tirane, Albania

Email: <https://luarasi-univ.edu.al/>

BACHELOR IN "LAW" | 08/2012 - 07/2015 | UNIVERSITETI "LUARASI"

Address: Rruga e Elbasanit 59, Tirana 1000, Tirane, Albania

Email: <https://luarasi-univ.edu.al/>

Skills & Abilities

SALES

- Given that for a long time I worked for the international company ITX Albania, my skills in sales but also in customer care are of a high level. These results are because of the training and maintaining the same working standard in all ITX companies.

COMMUNICATION

- As I said above, the fact that I worked at ITX Albania my communication skills have significantly improved. Recently, my current engagement at ASCAL has increased and added value to my communication skills as I exchange correspondence and develop daily communications with many different experts in various fields.

FLEXIBILITY

- Since the Quality Assurance Agency in Higher Education (Ascal) is a small institution with small human resources, during my work here I have to adapt to several different tasks which I performed successfully. I have the ability to quickly adapt to the employer's requests and learn new things.

RESPONSIBILITY

- Throughout my work experience, I have been guided by the principle of being correct at work, not avoiding my duties, team work and achieving tasks. By nature, even in my daily life, I am careful with my objectives, I respect the schedules/deadlines and respond quickly. Work at ASCAL is based entirely on meeting deadlines.

Experience

LAWYER | QUALITY ASSURANCE AGENCY IN HIGHER EDUCATION (ASCAL) | 01/05/2022 – CURRENT

Address: Rruga e Durrësit, Nr 219, Tiranë, Albania

Email: info@ascal.al

- Follows the accreditation process of a Higher Education Institution and the programs they offer, from the beginning until the decision is made by the Accreditation Board.
- Represents the Agency in many projects related to its mission, physically or online.
- Affiliated with the Accreditation Board to assist in matters raised against its work and decision making.

SERVICES AND PUBLICATIONS SECTOR SPECIALIST | QUALITY ASSURANCE AGENCY IN HIGHER EDUCATION (ASCAL) | 01/01/2020 – 01/05/2022

Address: Rruga e Durrësit, Nr 219, Tiranë, Albania

Email: info@ascal.al

- Follows the accreditation process of a Higher Education Institution and the programs they offer, from the beginning until the decision is made by the Accreditation Board.
- Represents the Agency in many projects related to its mission, physically or online.
- Any other task related to adapting the information published on the ASCAL website and preparing various papers or memos.

LAWYER | LEGALE ALBANIA “LAW&TAX” | 01/09/2019 – 01/01/2020

Address: Rruga Shyqyri Bërxolli, Tiranë, Albania

Email: Info@legalealbania.com

- Assist in checking and reading various documents for cases filed in the lawyer's office.
- Translation and adaptation of legal documents from Italian and English into Albanian in order to assist in the cases submitted to the lawyer's office.

PROJECT COORDINATOR | QENDRA EUROPIANE/ EUROPEAN CENTRE | 11/2018 – 05/2019

Address: Rruga Vaso Pasha, P.20, Ap.57 Tiranë, Albania

Email: info@euro-centre.eu

- Assisting in the various tasks of the office, maintaining contacts, guaranteeing the progress of the project, reporting on the progress of the work and giving suggestions to the head of the office on various issues affecting the project.

INTERN | MINISTRY FOR EUROPE AND FOREIGN AFFAIRS | 01/05/2018 – 01/09/2018

Address: Bulevardi Gjergj Fishta Nr 6, Tiranë, Albania

Email: DK@mfa.gov.al

- Engaged in the daily work of the Ministry getting acquainted with the various procedures of correspondence, protocol and tasks of the ministry.

SALES ASSISTANT | ITX ALBANIA | 01/10/2016 – 01/04/2018

Address: Rruga Dervish Hima, Tiranë, Albania

Email: officealbania@inditex.com

- The main tasks were related to customer service, to give advice about products, to accompany a customer during his / her stay in the store and later profiled in the tasks of the central cashier, when in addition to sales I also dealt with the compilation of various documents.

INTERN | QENDRA EUROPIANE/ EUROPEAN CENTRE | 01/06/2016 – 01/11/2016

Address: Rruga Vaso Pasha, P.20, Ap.57 Tiranë, Albania

Email: info@euro-centre.eu

- Assistance in the day-to-day work of the center by preparing various documents, assisting in completing project calls and more specifically in translating and adapting European Court of Human Rights decisions in Albanian.

Trainings

TRAINING TITLE “EU ENLARGEMENT AND WESTERN BALKANS” | INSTITUTE OF EUROPEAN STUDIES, UNIVERSITY OF TIRANA| MARCH 2022

Address: Rruga Elbasanit prane Fakultetit Histori Filologji Tirane, 1001

Email: <https://ise.edu.al/>

TRAINING TITLE “EU INSTITUTIONS AND POLICY MAKING” | INSTITUTE OF EUROPEAN STUDIES, UNIVERSITY OF TIRANA| MARCH 2022| MARCH 2022

Address: Rruga Elbasanit prane Fakultetit Histori Filologji Tirane, 1001

Email: <https://ise.edu.al/>

TRAINING TITLE “EXPLORING THE ROLE OF YOUTH IN RECONCILIATION AND PEACEBUILDING” | YOUTH FOR SOCIAL CHANGES | MARCH 2022

Address: Rruga "Don Bosko", Pall Nord Construction, Hyrja 1, Ap 14, Tirane – Albania

Email: info@yscalbania.org

TRAINING TITLE “EU ASYLUM SYSTEM” | QENDRA EUROPIANE/ EUROPEAN CENTRE | MAY 2016

Address: Rruga Vaso Pasha, P.20, Ap.57 Tiranë, Albania

Email: info@euro-centre.eu

TRAINING TITLE “MOOT COURT COMPETITION ECHR 2016” | QENDRA EUROPIANE/ EUROPEAN CENTRE | DECEMBER 2016

Address: Rruga Vaso Pasha, P.20, Ap.57 Tiranë, Albania

Email: info@euro-centre.eu

TRAINING TITLE “ATTENDANCE AT THE STUDENT CONFERENCE IN LAW” | KOLEGJI UNIVERSITAR BEDËR | DECEMBER 2015

Address: Rruga Vaso Pasha, P.20, Ap.57 Tiranë, Albania

Email: info@euro-centre.eu

Language Skills

- Mother tongue (s): Albanian
- English Language: Listening (C2), Reading (C2), Writing (C2)
- Italian Language: Listening (C1), Reading (B2), Writing (B1)

Recommendations

Ina Xhepa | Executive Director at Qendra Europiane/European Centre | Cel: (+355) 695743848 | Email: ina.xhepa@gmail.com

- During the time I worked for the European Center, Ms. Xhepa was my executive director who, together with Ms. Klara Kodra, Project manager, followed my work from the beginning to the end. I reported to her and during my stay I received the most positive comments about both my work and my behavior at work. For more please do not hesitate to contact Ms. Xhepa for any information you may need about my work.

Xhiliola Bixheku | Head of Sector/ Acting Director at Quality Assurance Agency in Higher Education (ASCAL) | Cel: (+355) 695743848 | Email: xhiliola.bixheku@ascal.al

- The work with Ms. Bixheku started as a relationship between a specialist and the head of the department and nowadays we are in the role of specialist and commanding director of the agency where I work. During this time, Ms. Bixheku has seen in me a great progress in my work since the tasks assigned to me are at high levels, but also in high quantities. For more information about my work please contact Ms. Bixheku for details.