



## CURRICULUM VITAE

### Personal information -

Name	<b>Dritan MUSLIU</b>
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Telephone	+ 38649897070 , + 381631211960 , +38162366522
E-mail	<a href="mailto:dritanyy@gmail.com">dritanyy@gmail.com</a>
Nationality	Albanian
Date of birth	27 / 06 / 1983
Gender	Male

### Work experience –

- Dates January , 2008 – to present
- Name and address of employer- HOME Off. Relocation  
Armend Shabani  
Prishtina, Kosovo
- Type of business or sector Relocation ( Moving ) Industry
- Occupation or position held – International Relocation Specialist / Moving Coordinator
- Main activities and responsibilities- My responsibilities will include the general well running of the company. The supervision and control of the crews which will include their good time keeping, their general appearance and most importantly their good performance in removals.  
  
Also be responsible for the sales and sales performance, this will include visiting all potential customers, establishing the goods to be removed and securing the sale.  
  
I was promoting company to different marketing agencies and also I organized and achieved meetings with different foreign Institutions (OSCE, UNMIK, UNDP, USAID, EU Commission, Embassies, etc. ) and foreign Companies based on Kosovo.
- Dates August , 2006 - November , 2007
- Name and address of employer- Armend Ibrahim  
Bukurocë , Prishtina  
Milkweed ,, Fontana ”
- Type of business or sector Driver & Agent Seller
- Occupation or position held –
- Main activities and responsibilities- My main duties was to create sales leads within my region ( Prishtina , Mitrovica , Ferizaj , Gjilan etc.) convert these leads into sales and organize and distribute Fontana products to these stores.

- Dates January , 2005 - July , 2006
- Name and address of employer- Luan Dalipi  
Prishtina  
NGO „ Ideja ”
- Type of business or sector Member
- Occupation or position held –
- Main activities and responsibilities- My main duties involved administration work ( work processing , accounting ). I help in all aspects of office work from arranging appointments , talking telephone calls and contribute to NGO policies and initiatives.
- Dates July , 2002 - May , 2003
- Name and address of employer- Munir Arifi  
Bukurocë , Presheva  
Milkweed „ Ajka ”
- Type of business or sector Driver and Agent Seller
- Occupation or position held –
- Main activities and responsibilities- I initially started as a driver and was soon promoted to Agent seller. I will allocated Presheva Valley ( Serbia ) and in Kosovo ( Prishtina , Mitrovica , Ferizaj , Gjilan etc.) as my sales region.

## Education and training -

- Dates (from – to) 2012 / 2013 – to present day
- Name and type of organization providing education and training ILIRIA University College
- Principal subjects / occupational skills covered – I am a student at ILIRIA University College, department of International Business, second year now .
- Title of qualification awarded- I've successfully completed 1st year.
- Dates (from – to) 1998 - 2002
- Name and type of organization providing education and training High School  
" 25 Maji " - Presheva
- Principal subjects/occupational skills covered – Maths , Biology , Chemistry , Physics , English, French
- Title of qualification awarded- Awarded Diploma in each subject.
- Dates (from – to) 1994 - 1998
- Name and type of organization providing education and training Elementary School  
" 15 Nëntori " - Presheva
- Principal subjects/occupational skills covered – Maths , Biology, Physics , Chemistry , History, Geography , French
- Title of qualification awarded- Awarded Diploma in each subject.

## Personal skills and competences-

mother tongue -  
Other languages -

### ALBANIAN

	English	serbian	macedonian	spanish	french	italian
• Reading skills –	excellent	excellent	excellent	excellent	good	good
• Writing skills –	excellent	excellent	excellent	excellent	good	good
• Verbal skills–	excellent	excellent	excellent	excellent	good	good

Social skills and competences

I enjoy being a key member of a team and contributing to the team achievements and goals. An example of this was 22 April 2002 where I participated “ Planet Day and Earth “ this was a voluntarily organization which helped to clean schools and parks. This gave me an opportunity to take a more proactive approach within the dynamics of the group and understanding the needs of others within the team. I also had a great time interacting with other people from all different backgrounds and I also enjoy spending time with them on a social level.

I also engaged in many sport activities such as basketball , which is my passion.

Organizational skills and competences

• January 2005 to present day – NGO “ IDEJA “ – PRESHEVA .

Currently I volunteer 3 days a week at “ IDEJA “ where I am key participate on many of the projects which are aimed at youth within my country. I also initiated a number of projects (education and entertain program for young people) where I lead the team. I had to manage the project budget and delegated responsible to other members of the team. It was an invaluable experience for me as I realized that I enjoyed the responsibility and creativeness of implementing new projects and ideas. We also work very closely with other NGO’s such as “ *degjo rininë...* “ – PRISHTINA

Technical skills and competences-

I have also have excellent computers skills in XP operating system and competent in ( Word , Excel , Corel Draw , Adobe Photoshop ) and SPSS programme.

I’m also well versed in researching the Internet.

Other skills and competences

I enjoy being in an environment where I get to meet new and interesting people through work and also socially. I enjoy discussing current issues with other people and exchanging ideas and learning a new perspective.

## Additional information -

Sports

My passion is sports, which I like to participate with my friends. I also attend the gym on a regular basis to workout and play basketball.

Driving licence(s)

Category B , C