



Aurora Fetaj

Date of birth: 31/12/1998 | **Nationality:** Albanian | **Gender:** Female | (+355) 693190333 |

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About me:

I am a young passionate Accountant, in the first years of my career. I am looking to evolve my skills and be able to contribute to the world of finance and accounting through hard work and dedication.

● WORK EXPERIENCE

15/07/2022 – CURRENT – Tirane, Albania

ACCOUNTANT – F2A

Outsourced Accounting & Bookkeeping for Italian Accounting Offices.
Keeping and recording financial documents such as invoices, bills and accounts payable and receivable.
Accounting data input related to V.A.T procedures.
Management of banking activities, documentation of all monetary transactions & completing bank reconciliations.
Completing reports, analysis and assists with monthly/quarter and yearly closures.

14/03/2022 – 14/07/2022 – Tirane, Albania

FISCAL SPECIALIST – F2A

Declaration of income for all dependent workers and retirees.

01/09/2020 – 01/03/2021 – Tirane, Albania

ECONOMIST – STAR HOTEL COMPANY

Payroll, social and health contributions calculation.
Compute taxes owed, prepare tax returns and ensure prompt payment.
Bank extracts reconciliation.
Inspect account books and accounting systems to keep up to date.
Registration and maintenance of fiscal documentation.
Perform of all finance transactions in accordance with law of fiscalization.
Keeping detailed expenses in Excel and reporting them.

● EDUCATION AND TRAINING

09/11/2020 – 26/07/2022 – Tirane, Albania

MASTER'S DEGREE IN ACCOUNTING – Marin Barleti University

Address Frang Bardhi Street, Selite, Tirane, Albania | **Website** <https://www.umb.edu.al/>

09/10/2017 – 19/09/2020 – Tirane, Albania

BACHELOR'S DEGREE IN FINANCE – University of Tirana, Faculty of Economics

Address Arben Broci Street, Tirane, Albania | **Website** <https://feut.edu.al/>

Address Artan Lenja Street, Tirane, Albania | **Website** <https://akh-consulting.com/>

14/03/2022 – 30/04/2022 – Tirane, Albania

INCOME DECLARATION – F2A

Address Elbasan Street, Tirane, Albania

● **LANGUAGE SKILLS**

Mother tongue(s): **ALBANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	B2	C1
ITALIAN	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Teamwork

Attention to detail

Willingness to improve

● **DRIVING LICENCE**

Driving Licence: B