

Irma Sheqi

Strategic Planning Expert | IT Project Management Executive

Focused leader recognized for delivering superior results. Experienced Executive IT Business Development, IT Recruiter and IT Project | Program Management, IT Consultant with 19+ years of experience with exposure to Information Technology, Sales, Business Tech Recruitment, leading teams 30+. Technical expertise in participatory strategy planning, program design, monitoring and evaluation, assessment of programmatic effectiveness. Experienced in the negotiation of high-level contracts for International and local companies and Governmental institutions.



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WORK EXPERIENCE

Strategic Planning Expert at BFUG (Bologna Follow Up Group)

Tirana, Albania

02/2021 - Present

Tirana, Albania

Achievements/Tasks

- Providing a context for strategic planning by considering definitions, issues, involved in planning, and the institutional structure and environment conducive to making the planning process effective.
- Working in Project Management when is needed.
- Participating digital Innovation groups supporting and helping member institutions to develop their IT Landscape by sharing and working together.
- Working and giving feedback to stakeholders about outcomes of MoM's.

Partner IT Recruiter | Freelance IT Recruiter ISG (International Service Group)

04/2020 - Present

Tirana, Albania

The International Service Group is a recruiting company, led by a management team with extensive international recruiting activities in the areas of Business Consulting, Financial Services, Industry, IT & Telecommunications, Transportation & Logistics, Travel Leisure Private Experience.

Achievements/Tasks

- Acting as a point of contact and building influential candidate relationships during the selection process.
- Designing and implementing overall recruiting strategy based on ISG Strategy and know-how experience from other countries worldwide.
- Managing all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding. Sourcing and recruiting candidates by using databases, social media etc.
- Reporting evaluation findings to the Managing Partner and recommending changes to enhance the recruitment program.
- Collaborating internationally to find the best suitable candidates for open vacancies worldwide. Recruited and working mostly on the placement of Software Engineers, Java Architects, .Net, Business Analyst, UX/UI Designers, System Engineers, Web/Full-stack Developers.
- Collaborating with clients hiring managers , senior level throughout the selection process by providing services including :Talent Pool sourcing , candidate Pre-screening, Contract Negotiations , Reference Checks.

SKILLS

• Project Lifecycle Management

• Tech Recruitment

• Public Speaking

Research and Analysis

• Project budgeting and Scheduling

Negotiation

Delegation

• Management and Leadership skills.

• IT Audit Control/ Quality Assurance

Problem Solving

Communication

Organisation

Team Building

Networking & relationship building.

Adaptability to change

Strong Follow-up Skills

EDUCATION

MSc in Information Technology

Tirana University , Faculty of Natural Sciences

10/1996 - 07/1998

Tirana, Albania

SPECIFIC EXPERIENCE INTERNATIONALLY OR SPECIFIC MISSION

Country Kosovo (12/2009 - 02/2011)

Managing Director

South Sudan – Juba (01/2008 - 04/2008)

Short Term ICT International Expert

LANGUAGES

English

Full Professional Proficiency

WORK EXPERIENCE

IT Project | Program Executive | Director IT Recruiter X-Hub Albania Shpk

01/2018 - Present

Tirana, Albania

HQ is based in Rome Italy.

Achievements/Tasks

- Leading on the successful implementation of all local and international programme deliverables, developing and managing an implementation timetable for the project regarding the IT projects.
- Planning project activities, supporting project sector leads to ensure detailed project implementation plans (per each contract) are in place.
- Developing and overseeing implementation of comprehensive and cost-effective project visibility and communication strategies, recognizing donor contributions and fundraising strategies and motivation in addition to other project stakeholders.
- End to end recruitment from planning, implementation of recruitment strategy based on need. Managing onsite interviews, recruiting technical and high-level management positions. **Skills Recruited and recruiting:** Java, .Net, UI / UX, IOS, Android, DevOps, MS Dynamics, Oracle ERP, OR DBA, PHP, BA, PM, QA Automation, Salesforce, System Administrator.
- Organizing and supervising project team on a daily basis, assisting with recruitment, and performance management.

Partner /IT Business Consultant SBPST SHPK–Business/IT Consultancy (for financial institutions)

12/2017 - 12/2019

Tirana, Albania

Achievements/Tasks

- Consulted and partnered with Banking clients to help them develop high performance solutions to advance their industry position
- Supported identification of strategic operational issues and performance gaps both in retail and corporate banking, as well as in private banking
- Supported identification and development of end-to-end process transformation opportunities and strategic profit improvement initiatives
- Applied skills in project and program management while exhibiting leadership in process re-engineering and implementation of process, technology, strategy, and organizational change
- Presented solutions in written or oral reports and working with clients to define the scope of a project
- Contributed to the design and implementation of new Business / IT architectures, relying on a proven methodology and concepts such as SOA and established software packages

LANGUAGES

Italian

Full Professional Proficiency

Albanian

Native or Bilingual Proficiency

CERTIFICATES AND COURSES

ITIL 4 Foundation (12/2020)

UDEMY Academy

Body Language for Leaders (05/2020)

LinkedIn Learning Online

HR Training for ISG (02/2020 - 02/2020)

Online

Business Leaders Day (11/2017)

Venue, Pristina , Kosovo (organised by Smart Events Macedonia)

Advanced Sales Skills (05/2015 - 06/2015)

Venue, Tirana, Albania (organised by Lincoln Centre)

People Management (05/2013 - 06/2013)

Tirana, Albania (organised by Wifi Albania)

Project Management (01/2011 - 02/2011)

Tirana, Albania (organised by Albanian ICT Association)

Maintaining a Microsoft SQL Server 2005 Database (05/2009 - 06/2009)

Tirana, Albania (organised by Semos Microsoft Partner)

Implementing a Microsoft SQL Server 2005 Database (04/2009 - 05/2009)

Tirana, Albania (organised by Semos Microsoft Partner)

Business Process Fundamentals (05/2009)

Prague – Czech Republic (Organised by PwC Czech Republic)

SPA ITGC (10/2008 - 10/2008)

Sofia – Bulgaria (Organised by PwC Bulgaria)

Leadership and Management (10/2007 - 10/2007)

Tirana, Albania (organised by MDF)

Use of ICT in E-library (08/2006 - 08/2006)

Cairo, Egypt (organised by National Library Agency)

E-Government (03/2005 - 03/2005)

Cairo, Egypt (organised by Information and Decision Support Centre Cairo)

Managing and Maintaining a Windows 2003 Server Environment (02/2005 - 02/2005)

Cairo, Egypt (organised by Raya Training Centre)

Children's Participation Workshop (01/2005 - 01/2005)

Tirana , Albania (organised by MDF)

Querying Microsoft SQL Server 2000 with Transact- SQL (02/2004 - 02/2004)

Cairo Egypt (organised by Raya Training Centre)

WORK EXPERIENCE

B2B Sales Director

Albanian Satellite Communication - Telecommunication

04/2016 - 12/2017

Tirana, Albania

Achievements/Tasks

- Responsible for the overall coordination, the functional management and leadership of all of the sales activities of the business, ICT Solutions, partnering with international and national partners.
- Provided annual Sales Plan and quarterly updates, revisions and modifications to the Plan. Managed the entire budget of the B2B department.
- Coordinated the specific objectives of the Sales Plan, ICT Solution and services with all of the functional departments of the company and, most specifically with Finance and Marketing.
- Develop[ed and implemented new marketing and sales plan and defined strategy for next 5 years.
- Led diverse team of resources to develop long term Business Sales Strategy and Retail Integration, including project management, quality assurance, methods & procedures, legal compliance, contract management, vendor management, channel communications.

Manager Business and Technology Section Telekom Albania – Deutsche Telecom Group

12/2012 - 03/2016

Tirana, Albania

Achievements/Tasks

- Aligned and prioritized account activity in accordance with business goals and commercial policies.
- Led a task force integrating complex processes across different work group at TMobile with documented methods and procedures.
- Led development and management of IT functions for 5 growth business (growing mobile ecosystems, value added managed services, data collection and analytics, fleet management, 4G) collaborated closely also with B2B ICT Projects, IoT Projects.
- Provided strategic oversight and vision on corporate application improvement of IT services to the business development & infrastructure initiatives. Draw up the strategic plans.
- Provided sustained value to business through business-aligned IT strategy and architecture.
- Identified innovation themes and plan realization through pilot projects working with strategic partners and vendors.

Business Development Manager ASSECO SEE Albania

02/2011 - 03/2013

Tirana, Albania

Achievements/Tasks

- Analysed and developed product requirements and developed software to meet functional needs
- Participated at technical feasibility and worked with team to develop timelines for product development
- Managed product development budget, resource allocation and scheduling
- Directed development team efforts to achieved team and product development goals, objectives and milestones
- Collaborated with cross functional teams in global locations to build software architectures that resolved complex business problems
- Presented and consulted with mid and senior level management on business trends with a view to developing new services, products, and distribution channels
- Identified opportunities for campaigns, services, and distribution channels that led to increased sales

CERTIFICATES AND COURSES

Administering Microsoft SQL Server Database (02/2004 - 02/2004)

Cairo Egypt (organised by Raya Training Centre)

GIS Training Course (12/2002 - 10/2002)

IG, Slovenia

INTERESTS

Traveling,

Music

Sport,

Cooking

Technology

Cinema

SUPPORTED CAUSES

- Blood Donation (
<https://www.xhubnet.com/about-xhub/news-events/albanian-president-ilir-meta-meets-x-hub-donating-blood-is-an-act-of-great-humanity-and-helps-to-save-lives/>)

- AMC supports children with Down Syndrome

ACHIEVEMENTS

X-Hub Albania Shpk (01/2018 - Present)

- Managing a team of about 40+; 80% of projects are finished before deadline

SBPST SHPK Business/IT Consultancy (12/2017 - 12/2019)

Increased client portfolio with 25% by generating new opportunities/leads. - Handover on time project as per client's deadline - Increased my knowledge in banking sector

Albanian Satellite Communication - Telecommunication Company (04/2016 - 12/2017)

Established a client planning process focused on driving growth via cross - and up - sell - Increased sales revenue by 20% - Increased the company press coverage, market recognition - Launched new products, projects with telecommunications companies, wifi satellite project covering all over Albania

Telekom Albania –Deutsche Telecom Group (12/2012 - 02/2016)

- Increased sales business opportunities in North of Albania by 15% - Consistently met company sales targets by 100% between the years 2013 and 2016 - Developed a sales forecast system, that dynamically calculated future sales and constraints

Horizon LLC (12/2009 - 02/2011)

- Reduction of contract costs by 20% due to localisation of suppliers, which reduced transport costs and improved delivery time frames for 15 days - Established new partnerships with both local and national businesses by increasing the client portfolio 17% in 8 months

WORK EXPERIENCE

Managing Director

Horizon LLC

12/2009 - 02/2011

Pristina, Kosovo

Achievements/Tasks

- Led the business development effort in Kosovo for Horizon LLC included planning and implementation of marketing and sales activities, proposal writing included the identification of possible solutions in consultation with clients involving (but not limited to) the specification of SUN and Oracle hardware and software products.
- Conducted Business development analysis, planning, and implementation for the territory of Kosovo.
- Enabled Distribution channel analysis and development within Kosovo.
- Established appropriate administrative processes and corporate budgeting, monitoring and reporting.
- Improved market shares, volumes and price levels by creating partnering with biggest companies in Kosovo.

IT Leader/ IT Auditor

PWC Albania

06/2008 - 12/2009

Tirana, Albania

Achievements/Tasks

- Provided Business and IT management with guidance on IT risk management matters, particularly on the application and infrastructure security on several industries :Telco, Insurance, Banking
- Developed and maintained the IT Strategy and Risk Assessment at the Group Level under the oversight of the Regional IT Director including identifying areas where business units should consider additional investment and areas internal audit should focus
- Conducted audits / leading audit teams to evaluate and conduct reviews of systems, applications and IT processes at client's site
- Prepared and reported results, finding and recommendations and informing executives and Audit Committees.Performed pre and post-implementation reviews of system implementations or enhancements
- Performed various client's (banks, insurance companies ect) reviews of IT management policies and procedures such as change management, business continuity planning/ disaster recovery and information security to ensure that controls surrounding these processes are adequate

Short Term ICT International Expert

Plan Sudan - Plan International

01/2008 - 05/2008

Juba, South Sudan

International NGO .Plan International is an independent development and humanitarian organisation which works in 71 countries across the world, in Africa, the Americas, and Asia to advance children's rights and equality for girls

Achievements/Tasks

- Set up new office. Successfully implemented and Developed ICT Strategy and Operational Plan, ICT budgeting processes
- Designed proper network architecture and ensured it is installed & configured as per Plan Corporate Standards and Strategies
- Developed the ICT Risk Registry, ICT policies & procedures ,ICT disaster recovery & business continuity plan as per organization needed
- Performed relevant research to identify available grant opportunities and evaluate the results
- Collaborated with other Partners such as UNDP,EU, UNOPS, UNICEF, Save the Children, other NGO partners to increase the grants and support better to the developing areas where Plan South Sudan was operating
- Managed and supported adequately the grants requirement and implementation for the organization

WORK EXPERIENCE

Country Office IT Manager

Plan Albania - Plan International

07/2003 - 06/2008

Tirana, Albania

Achievements/Tasks

- Implemented and supported the Corporate Systems and Technologies provided by IH or needed locally
- Executed and maintained strong relationships with internal stakeholders, including country office teams as well as the Global Programmes/ICT Unit and Finance teams in Plan International HQ.
- Liaised with all units and departments to identify their requirements of IS&T and developed local applications to satisfy their operational needs
- Supported, coordinated and managed successfully together with respective executive team from country office , regional office on active grants, as required, including budget revision processes
- Collaborated closely in multicultural environments and participated frequently in Regional meetings, conferences within RESA (Regional East South Africa)
- Worked with diverse consulting groups, business partners, designers, product developers, QA teams around Plan International network
- Developed ICT Strategies, Business Continuity, Disaster Recovery as per Plan International policies and procedures

IT Officer & IMSMA Expert

AMAE - UNDP , EU and USA funded international project

03/2001 - 07/2003

Tirana, Albania

Achievements/Tasks

- Supervised, controlled reportes provided by the de-mining companies operating in Kosovo and Kukes area.
- Worked with GIS and Spatial Demography (including Demographic data) in order to explore demographic data in those areas where the demining companies were working.
- Controlled successfully the accuracy of the data from the demining companies, submitting the monthly reports to the ITF (International Trust Funds, Slovenia) as a main donor and AMAE
- Established the IMSMA program (Information Management System Mine Action) and IT stuff such as backup on a weekly basis, cleaning up the database, maintained the network, the internet, installed new software and hardware
- Provided the comprehensive information/ reports upon the request of UNDP headquarters, EU Donors, Demining companies, Ministry of Defence, etc.
- Led and managed the mine action information dataflow between the AMAE and the international mine action agencies
- Provided frequently the accurate information / figures for UNDP headquarters, EU Donors, Demining companies, Ministry of Defence, etc
- Led meetings regarding mine action information management. Represented AMAE on national and international meetings