

PERSONAL INFORMATION**ARMIR GASHI****Address:** Nr. 20, Vëllezerit Elshani, Suharekë, 23010, Kosovo**Phone:** +383 44 816 037**Email:** armirgashi64890@gmail.com**WhatsApp:** +383 44 816 037**GitHub:** <https://github.com/aarmiir/armir-gashi-portfolio>**Date of Birth:** 13/05/2004 | **Sex:** Male | **Nationality:** Kosovar***JOB APPLIED FOR: Bookkeeper / HR Assistant (Part-Time)***

Motivated Computer Science student with strong technical and organizational skills seeking a part-time Bookkeeper/HR Assistant position. Proven ability to master new software systems quickly, with hands-on experience in Excel-based financial tracking, data management, and administrative workflows. Self-directed learner with multiple professional certifications and practical project experience. Customer service background demonstrates reliability and professional communication skills. Eager to apply technical proficiency and attention to detail in a remote work environment.

RELEVANT SKILLS & EXPERIENCE**Excel & Data Management Proficiency**

- **Expense Tracker with Monthly Budget:** Built automated expense tracking system with budget vs. actual comparison across 6 categories using SUMIF formulas and conditional formatting
- **Invoice Management System:** Created professional invoice template with automated calculations tracking 50+ invoices, reducing processing time by 50%
- **Contact List with Birthday Reminders:** Developed contact management system using DATE functions, VLOOKUP, and conditional formatting for 30+ contacts
- **Advanced Excel Skills:** SUMIF, VLOOKUP, IF statements, conditional formatting, data validation, pivot tables, and chart creation

Organizational & Administrative Skills

- Successfully balanced university studies with work and self-directed learning
- Managed complex group projects requiring task coordination and deadline management
- Systematic approach to problem-solving and detail-oriented task completion
- Experience with online collaboration tools (Google Workspace, Slack, Teams)

Technical Aptitude

- Quick learner: Earned 7 professional certifications through independent study

- Strong command of Microsoft Office Suite (Excel, Word, PowerPoint, Access)
 - Database management experience through PHP/MySQL projects
 - Comfortable troubleshooting and learning new software systems rapidly
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WORK EXPERIENCE

Waiter

Summer 2022/2023 (4 months)

- Provided excellent customer service in fast-paced environment
 - Handled cash transactions and managed orders with 100% accuracy
 - Collaborated effectively with team members under pressure
 - Developed strong communication and multitasking skills
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EDUCATION

Bachelor's Degree in Computer Science | 2022 - Present (Expected 2028)
UBT University for Business & Technology, Pristina, Kosovo

Relevant Coursework:

- Database Management and Design
- Software Engineering
- Programming (Python, Java, C++, C#)
- Web Development (HTML, CSS, JavaScript, PHP, MySQL)
- Currently studying: Network Engineering and Cybersecurity

High School Diploma | 2018 - 2022

ALG Association Loyola Gymnasium (German Private Institution), Kosovo

- General education with emphasis on sciences and languages
 - German and Latin language studies
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PROFESSIONAL CERTIFICATIONS

Completed (2024-2025):

- WordPress Certification - Website creation and management
 - Adobe Photoshop Certification - Image editing and design workflows
 - Adobe Illustrator Certification - Vector graphics and logo design
 - Figma Certification - UI/UX design and prototyping
 - PHP/MySQL Certification - Backend development and database management
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KEY PROJECTS

Business & Administrative Projects

Expense Tracker with Monthly Budget (Excel)

- Built comprehensive expense tracking system with automated budget monitoring
- Implemented SUMIF formulas and conditional formatting for budget alerts
- Created visual dashboard with pie charts showing spending distribution
- Achieved 15% cost reduction through data-driven insights

Invoice Management System (Excel)

- Designed professional invoice template with automated calculations
- Created tracking system for 50+ invoices with status monitoring
- Implemented auto-incrementing invoice numbering
- Built summary dashboard for revenue and payment tracking

Contact Management System (Excel)

- Developed database organizing 30+ contacts with automated reminders
- Utilized VLOOKUP for quick information retrieval
- Applied DATE functions for birthday tracking and follow-up scheduling

Technical Development Projects

Faculty Website (PHP + MySQL)

- Created dynamic database-driven website for faculty management
- Implemented CRUD operations and optimized SQL queries
- Demonstrated full-stack development capabilities

30-Day Fitness Mobile App (Android)

- Developed mobile application using modern development tools
- Implemented JSON file handling for data management
- Successfully built and deployed functional APK

WordPress E-commerce Shop

- Built fully functional online store with product catalogue
- Configured plugins, payment systems, and checkout processes
- Managed CMS and e-commerce operations

PERSONAL SKILLS

Quick Learner

- Self-taught multiple programming languages and design tools
- Earned 7 professional certifications through independent study
- Rapidly adapted to new systems and protocols during employment

Detail-Oriented & Organized

- Successfully managed multiple university courses while working
- Completed numerous projects requiring meticulous attention to detail
- Systematic approach to problem-solving and task management

Adaptable & Self-Motivated

- Comfortable working independently in remote settings
- Proactive in seeking solutions and learning new technologies
- Successfully balanced work, studies, and personal development

Strong Communicator

- Effective verbal and written communication skills
- Experience interacting with diverse customers and colleagues
- Ability to adapt communication style to different situations

LANGUAGE SKILLS

Albanian: Native

English: C2 (Proficient - all skills)

German: B1 (Reading/Listening), A1 (Speaking/Writing)

Turkish: B1 (Reading/Listening), A1 (Speaking/Writing)

TECHNICAL SKILLS

Business Software:

Microsoft Office Suite (Excel, Word, PowerPoint, Access) • Google Workspace • WordPress • Canva

Programming & Development:

Python • Java • C++ • C# • HTML • CSS • JavaScript • PHP • MySQL

Design Tools:

Adobe Photoshop • Adobe Illustrator • Figma • Visual Studio

Other:

Database Management • Git • Web Development • UI/UX Design

REFERENCES

Kushtrim Rexha
CEO, Arra Academy
Available upon request