

ANITA BYTYQI CENA

LOGISTICS ASSISTANT

Details

GJAKOVE

Kosovo

anitabytyqi90@gmail.com

Skills

Fast Learner

Computer Skills

Ability to Work in a Team

Microsoft Office

Ability to Work Under Pressure

Communication

Languages

English

Serbian

Employment History

Administrative works , Mulliri Ari ShpK, Gjakove , Gjakove

2014 – 2016

- Provided administrative support to management, resulting in improved efficiency in daily operations

Intern-call center and Administrative related works, Kolegji

Universum,Gjakove , GJAKOVE

MAY 2019 – AUGUST 2019

- Established and maintained efficient office procedures and processes, resulting in a X reduction in administrative costs

Intern-scope of penal and civil, Gjakocva main court, GJAKOVE

MARCH 2013 – JUNE 2013

Employee-administrator of the billing system, Ventius International LLC, GJAKOVE

JUNE 2020 – DECEMBER 2020

- Developed and implemented a system to track the movement of goods in and out of the warehouse, resulting in a X% increase in inventory accuracy

Employee- logistic assistant, Ventius International LLC , GJAKOVE

JANUARY 2021 – APRIL 2023

- Analyzed employee data to identify patterns and trends in employee engagement, resulting in initiatives that increased employee satisfaction by X%

Education

Bachelor, LAW-University of Prishtina , Prishtine

OCTOBER 2008 – JUNE 2016

Training in Legal Practice in Penal,Civil and Administrative modules , Prishtine

FEBRUARY 2015 – MAY 2015