



# BLINERA KRYEZIU

## EXPERIENCE

June 2024 - September 2024

Intern • Municipality of Pristina

My responsibilities as an Administrative Assistant in the Geodesy Department included:

Managing and organizing all departmental documentation

Handling official communication, including all email correspondence

Assisting in the coordination of meetings and the preparation of reports

## EDUCATION

**AAB College, Pristina: September 2021 – June 2024**

- Bachelor Degree in English Language

## COURSES

**RIT Kosova (A.U.K): March 2022- June 2022**

- Remedial English

## COMMUNICATION

Computer Skills: Proficient in using computers and various software programs.

Teamwork: Strong ability to collaborate and communicate effectively within a team environment.

Communication Skills: Clear and effective verbal and written communication.

Administrative Skills: Skilled in task management and organizing administrative work efficiently.



Ulpiane, Prishtine  
10000



043891195



blinera.kryeziu@yahoo.com

## OBJECTIVE

I am eager to contribute to a dynamic team and aim to deliver outstanding results in a fast-paced environment. With my strong work ethic and dedication, I am confident in my ability to exceed expectations and make a meaningful impact within the company.