




## Drin Sjarina

**Date of birth:** 26/09/2003


**Nationality:** Kosovar


**Gender:** Male


## CONTACT

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## WORK EXPERIENCE

**01/09/2021 – 01/08/2022** Prishtine, Kosovo

### Film and video editor AMOL TV

As a Video Editor, I was responsible in using industry-standard software such as Adobe Premiere Pro or DaVinci Resolve. I have a deep understanding of the software's tools and capabilities. I am well versed in various video formats and codecs, I can handle footage from different sources and optimize it for the desired platform.

**01/06/2022 – 02/12/2022** Prishtine, Kosovo

### Data entry coordinator WORKFLOW

As a Data Entry Coordinator I had to manage data entry staff for accurate and timely data input, Validate data for accuracy and consistency, Educate new hires and provide ongoing support, Assign tasks and prioritize to meet deadlines, Resolve technical problems with data systems and Coordinate with other departments for data integration.

**06/01/2023 – 28/06/2023** Prishtine, Kosovo

### Windows System Administrator Right Line

As a Windows System Administrator I had to Install and configure Windows servers and Workstations, Manage user accounts and their user permissions, Monitor system performance and troubleshoot issues, Implement security policies and protect against threats, Configure and maintain network services and connectivity, Provide technical support to end-users and resolve issues, Optimize system performance and conduct audits, Maintain system documentation and user guides, Develop and implement backup and recovery plans, Ensure systems comply with policies and regulations, Automate routine tasks with scripting and worked with IT teams on infrastructure projects.

**01/07/2023 – 29/11/2023** Prishtine, Kosovo

### IT Right Line

As an IT I had to Ensure the smooth operation and maintenance of IT systems and networks, Provide technical assistance and support to end-users, Implement and manage security measures to protect data and systems, Set up and maintain network infrastructure and connectivity, Install, Update, and troubleshoot software applications, Maintain and upgrade computer hardware and peripherals, Perform data backups, recovery and ensure data integrity, Keep detailed records of system configurations and procedures, Ensure IT practices comply with company policies and regulations, Plan and execute IT projects to improve infrastructure, Educate staff on IT's best practices and security protocols and Research and implement new technologies to enhance efficiency.

**03/12/2023 – 03/06/2024** Prishtine, Kosovo

### KYC TEB

As a KYC Telesales staff member, I engaged with retail customers over the phone, promoting TEB's KYC services while ensuring compliance. I possess deep product knowledge, collaboration on sales strategies, and prioritize building lasting customer learning, I was a contributor to driving sales growth and maintaining regulatory standards in the retail banking sector.

## DIGITAL SKILLS

Microsoft Office | Adobe (Photoshop, InDesign, Dreamweaver) | Cisco Certification | Javascript(Nodejs, Expressjs) | SQL and MS-SQL | Python Language - Basic knowledge | Web Technologies Fundamentals - HTML, CSS | Information Technology Literacy | Network Maintenance and Troubleshooting | Excellent knowledge of IT

## EDUCATION AND TRAINING

**10/10/2022 – CURRENT** Prishtine, Kosovo

● **Computer Science Engineer** University of Business and Technology

Website [Ubt-uni.net](http://Ubt-uni.net)

**01/10/2018 – 01/11/2018** Prishtine, Kosovo

● **Cisco Cybersecurity** Cisco

Website [Cisco.com](http://Cisco.com)