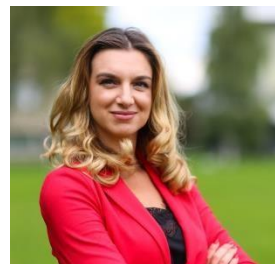


Personal Information

Name: Dorina Kralani
D.O.B.: 27.07.1993
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Nationality: Kosovar
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Education

SBS Swiss Business School

(September 2015 – September 2017)

MSc in International Business, Kloten, Zurich

- The program focused on practical approach of financial, economic and management industries of the international business environment
- Real – world scenarios, applications and solutions of the international business environment
- Focused to develop a global mind set and necessary skills to evaluate and manage challenges and opportunities in a global environment

RIINVEST College

(October 2011 - June 2014)

BA in Business Management, Prishtina, Kosova

- Preparation for management positions in a range of organizations and contexts
- To develop knowledge, skills and attitudes necessary for managers to carry out management activities in theoretical and practical way
- To solve various business problems in competitive and changing environment

Cambridge Gymnasium

(September 2008 – June 2011)

Maths & Informatics, Pejë,
Kosova

- Focused on complex calculations and problems
- Reasoned solving
- Connection algebra with geometry

Training

Accounting Technician

(October 2013 – June

2014) SCAAK, Kosova

- Financial Accounting
- Managerial Accounting

European Informatics Passport

(October 2012 – June

2013) EIPASS Baripass,
Italy

- Focused on digital skills of students and workers to grips with companies and managers
- Microsoft Office

Work Experience

RIINVEST College

12/2020 – Present, Kosovo

Secretary General

- To ensure that the administrative units in the university work efficiently, regularly and harmoniously
- To carry out duties in line with the provisions of the specified laws and regulations, within the framework of the policies decided by the Board of Directors

RIINVEST College

10/2020 – Present, Kosovo

Head of Projects and Trainings Office

- Coordination of projects and trainings

RIINVEST College

10/2020 – Present, Kosovo

Assistant Professor in International Business

Assistant Professor in Management

Devolli Corporation

01/2020 – 02/2020, Kosovo

International Procurement Manager

- Development of Private Label department

Finnish School of Kosovo

06/2019 – 08/2019, Kosovo

Senior Leadership Program

- Shadowing the CEO
- Experiential learning and advanced mentorship for the following topics:
 - Leadership
 - Marketing
 - Human Resources
 - Media and Public Relations
 - Law
 - International Business Development

UBS Bank, Zurich

03/2017 – 12/2017, Kosovo

Operations Client Service Specialist

- Support clients in their day-to-day transactional business
- Working with different stakeholders to ensure Operational Excellence

ABB, Zurich

06/2016-12/2016, Kosovo

Strategy and Business Development Officer (Internship)

- Identifying new business opportunities through market research and analysis

Citrix, Zurich

01/2016 – 05/2016, Zurich

Financial Analyst

- Information gathering
- Assemble spreadsheets
- Writing reports

- Monitoring financial performance and identifying trends

Languages

Albanian	Mother tongue
English	Full professional proficiency
Serbo-Croatian	Professional proficiency
German	Limited working proficiency

IT Skills

Proficiency in all areas of Microsoft Office.

Hobbies

Reading
Playing Piano
Travelling
Jogging
Table Tennis

References upon request

