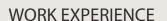


JASMIN MUSLIU, 26

ANALYTICAL, RESILIENT, RESPONSIBLE

Skopje, Macedonia



Ministry of Culture, Department of Investments PROJECT MANAGER

FEB 2018 - PRESENT

• Acceptance of projects by national institutions for cultural programs

Advising institutions on legal matters

• Evaluating Project documentation

• Financial construct and financial management of projects

• Evaluating projects according to national cultural agenda

Classifying projects by priority

• Communication with advisory committee regarding projects approval

Monitoring and evaluation of projects and insurance policies

Communication with project teams

Collecting data on stakeholders insurance value
 Processing insurance data and preparing public procurement documentation

Budget planning and financial forecast

• Implementation of governmental cultural program

• Budget audit

Beneks, Mountain Ethno Restaurant and Residence MANAGING DIRECTOR

JUN 2013 - JAN 2018

Daily operations

Procurements

Managing Suppliers

New products implementation

Quality Control

Recruitment

Customer care

· Marketing and promotions strategy

Enabling temporary housing

Managing process of adding additional products and services

Facility management

· Staff management

Golden House

SALES REPRESENTATIVE AND CUSTOMER CARE

JUN - SEP 2015

Client Service

• Sales process

Lead generation

New product development

Managing of working groups

Process implementation





B.Sc. in Financial Management M.Sc. in Industrial Engineering and Management



Managing Government Funds at Ministry of Culture



Studied High School in USA

CREATIVE & SOCIAL SKILLS

EMPATHY COLLABORATION

STRATEGIC PLANNING

ACTIVE LISTENING
DISCIPLINE



TECH SKILLS

PROJECT MANAGEMENT

MICROSOFT OFFICE

FRESHBOOKS ACCOUNTING



LANGUAGES

ENGLISH Proficient User

TURKISH Basic User

MACEDONIAN Native Speaker

HOBBIES

TRAVELING, COOKING, BASKETBALL, MUSIC



JASMIN MUSLIU, 26

ANALYTICAL, RESILIENT, RESPONSIBLE

Skopje, Macedonia



WORK EXPERIENCE

MotorRad Workshop – Izmir, Turkey SALES AND PROCUREMENT

JUN - SEP 2016

• E-commerce

• Finance management

Marketing promotions

Customer care

Delivery insurance

• Coordinating production and orders

Lead generation

AIESEC Macedonia, Student Organization OUTGOING EXCHANGE TEAM LEADER

JUN 2013 – JAN 2018

• Recruitment of new members

• Recruitment of exchange participants

Communication with other AIESEC Entities worldwide

 $\bullet \ \text{Match-making of participants for cultural exchange programs}\\$

• Evaluation of candidates

AIESEC, Macedonian Leadership Development Seminar

SEP 2011 - MAR 2012

Fundraising

Finance management

Managing logistics

• Promotion of the conference

Budgeting

• Participants management

• Agenda creation and implementation

Beneks, Mountain Ethno Restaurant and Residence

JUN – SEP 2007 - 2013

• Serving customers

• Bundles for regular customers

Daily operations

• Procurements

Managing Suppliers

AIESEC, Project Building Bridges

PROJECT COORDINATOR

JUN – SEP 2007 - 2013

Corporate communication

Fundraising

· Agenda management

Budgeting and Finance



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JASMIN MUSLIU, 26

ANALYTICAL, RESILIENT, RESPONSIBLE

Skopje, Macedonia



VOCATIONAL EDUCATION

Train The Trainers
PARTICIPANT

NATCO - AIESEC National Conference in Serbia

DELEGATE
DEC 2011

Macedonian Open Seminar for Education and Motivation
PARTICIPANT
DEC 2011



B.Sc. in Financial Management M.Sc. in Industrial Engineering and Management



Managing Government Funds at Ministry of Culture



Studied High School in USA

FORMAL EDUCATION

M.Sc. in Industrial Engineering and management, Faculty of Mechanical Engineering

MASTER STUDIES

MAR 2019 - MAR 2020

University Ss. Cyril and Methodius, Skopje, Macedonia
Major: Lean Method with Activity Based Costing
• Probability and Statistics
• Methods of business decision-making
• Models and simulations of business processes
• Economics of life-cycle
• M5 Business information systems
• Restructuring Organizations
• Project cycle management

B.Sc. in Financial management, Faculty of Economics UNDERGRADUATE SCHOOL

SEP 2011 - FEB 2016

University Ss. Cyril and Methodius, Skopje, Macedonia

St. Francis, Louisville, KY

2010 - 2011

CREATIVE & SOCIAL SKILLS

EMPATHY
COLLABORATION
STRATEGIC PLANNING

ACTIVE LISTENING

DISCIPLINE



TECH SKILLS

PROJECT MANAGEMENT

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