



# JASMIN MUSLIU, 26

## ANALYTICAL, RESILIENT, RESPONSIBLE

Skopje, Macedonia



### WORK EXPERIENCE

#### 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



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### 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
- Match-making of participants for cultural exchange programs
- Evaluation of candidates

#### AIESEC, Macedonian Leadership Development Seminar

FINANCE AND LOGISTICS MANAGER

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

SEASONAL SUMMER JOB

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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### VOCATIONAL EDUCATION

#### Train The Trainers

PARTICIPANT

FEB 2013

#### NATCO - AIESEC National Conference in Serbia

DELEGATE

DEC 2011

#### Macedonian Open Seminar for Education and Motivation

PARTICIPANT

DEC 2011



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### 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

HIGH SCHOOL

2010 - 2011

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