

**EUROPEAN FORM
CURRICULUM VITAE**

PERSONAL DATA

Name and Surname	Anila Myftaraj
Address	Rr. Pjeter Bogdani, Tirane
Phone Mob.	- 0692671702
E-mail	anilamyftaraj@yahoo.com

Nationality	Albanian
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Sex	Female
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Date of Birth	04.07.1985
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Residence	Tirana, Albania
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WORK EXPERIENCE

• Date (from –to)	October 05, 2013 to June 28, 2014
• Name and Address of the Employer	General Directorate of Road Transport
• Company and Sector	Road Transport
• Work Type	Winning the Tender for the translation from English to Albanian of the European Agreement concerning the International Carriage of Dangerous Goods by Road, Volume I and II.
•Tasks and Liabilities	Translation of 1340 pages A4 (2200 characters)
• Date (from –to)	October- November 2013
• Name and Address of the Employer	Commissioner for Protection from Discrimination
• Company and Sector	Commissioner for Protection from Discrimination
• Work Type	Winning the tender for the translation of 150 pages (A4, 2200 characters) from English to Albanian
•Tasks and Liabilities	Translation
• Date (from –to)	March 2013
• Name and Address of the Employer	KESH SHA (Electrical Power Corporation) Tirana
• Company and Sector	KESH SHA (Electrical Power Corporation) Energy Sector

• Work Type	Winning the tender for the translation of a 110 page document from English into Albanian.
•Tasks and Liabilities	Translation of the document acquired through the tender procedure from English into Albanian

• Date (from –to)	December 05, 2013 September 30, 2013
• Name and Address of the Employer	Italferr Spa and Tirana Municipality
• Company and Sector	Italferr Spa and Tirana Municipality Road Sector
• Work Type	Winning the tender titled "Project of Tirana Public Transport Terminal" for the translation of documents over 1,100 pages from English to Albanian and vice versa.
•Tasks and Liabilities	Translation
• Date (from –to)	October 2012 December 2013
• Name and Address of the Employer	Corporate Solutions Consulting Limited England
• Company and Sector	Corporate Solutions Consulting Limited in cooperation with Avvantine S.r.l.
• Work Type	Translation of more than 2,000 pages from Albanian into English for the Project “Amendments to the National Accounting Standards”
•Tasks and Liabilities	Translation
• Date (from –to)	December 12, 2011 to present
• Name and Address of the Employer	Ministry of Justice
• Company and Sector	Qualification as a sworn translator of English language
• Work Type	Translation
•Tasks and Liabilities	<i>Translation</i>
• Date (from –to)	May 03, 2011 to present
• Name and Address of the Employer	Anila Myftaraj – Translation Studio, Self Employed, NUIS No. L11703001M Rruga Pjeter Bogdani, Tirane
• Company and Sector	Translation Studio
• Work Type	Translation of legal, technical, economic, scientific, media, etc documents.
•Tasks and Liabilities	Translation from English to Albanian and vice versa
• Date (from –to)	October 10, 2009 to present
• Name and Address of the Employer	Part Time Professor Faculty of Foreign Languages, University of Tirana
• Company and Sector	Faculty of Foreign Languages, University of Tirana
• Work Type	Part Time Professor

•Tasks and Liabilities	English Teaching
• Date (from –to)	February 2009 to December 2014
• Name and Address of the Employer	Notarial Studio – Majlinda E. Demollari Rr. Vaso Pasha, Tirane
• Company and Sector	Notary
• Work Type	Translation of legal, technical, economic, scientific, media, etc documents.
•Tasks and Liabilities	Translation from English to Albanian and vice versa
• Date (from –to)	November 03, 2008 – May 03, 2011
• Name and Address of the Employer	KPMG Albania Shpk Rruga Deshmoret e Kombit, Kullat Binjake, Kati i 13, Tirane
• Company and Sector	KPMG Albania Shpk, Financial Auditing
• Work Type	Translation of Economic Documents (Balance sheets, Financial Statements, Contracts etc)
•Tasks and Liabilities	Translation
• Date (from –to)	October 16, 2007 – June 20, 2008
• Name and Address of the Employer	Elementary School “28 Nentori” Tirana
• Company and Sector	Elementary School
• Work Type	Teacher of English for the grades 5, 6, 7, 8 and 9-
•Tasks and Liabilities	English Teaching

EDUCATION

• Date (from-to)	February 2010 to present
• Name of Institution and Type of Education	Faculty of Economics, UT, Tirana Finance-Accounting
• Main Subjects and professional education	Math, Accounting, Public Finance, Management etc
• Qualification	Enrolled in the process of receiving the diploma
• Date (from-to)	2003-2007
• Name of Institution and Type of Education	Faculty of Foreign Languages, UT, Tirana Specialist of English and American Language
• Main Subjects and professional education	English
• Qualification	Specialist of English and American Language
TRAININGS	
Dates	October 2009

Title of Qualification	Certificate of Completion
Tasks and Liabilities	KPMG: Annual independence
Name and type of organization providing the training	KPMG Albania Sh.p.k
Level in national and international classification	Internal Training
Dates	September 2009
Title of Qualification	Certificate of Completion
Tasks and Liabilities	KPMG: Course of Risk Management basic concepts
Name and type of organization providing the training	KPMG Albania Sh.p.k
Level in national and international classification	Internal Training
Dates	May 11, 2009
Title of Qualification	Certificate of Completion
Tasks and Liabilities	KPMG: Independence 2008/2009
Name and type of organization providing the training	KPMG Albania Sh.p.k
Level in national and international classification	Internal Training
Dates	February 2009
Title of Qualification	Certificate of Completion
Tasks and Liabilities	The protection of information in KPMG
Name and type of organization providing the training	KPMG Albania Sh.p.k
Level in national and international classification	Internal Training
Dates	February 2009
Title of Qualification	Certificate of Completion
Tasks and Liabilities	Compliance with Laws, Regulations and Professional Standards.
Name and type of organization providing the training	KPMG Albania Sh.p.k
Level in national and international classification	Internal Training
Dates	September 18-29, 2006
Title of Qualification	Certificate of Completion

Tasks and Liabilities	Mini Course in American Studies
Name and type of organization providing the training	Office of Public Affairs at the Embassy of the United States
Level in national and international classification	Training in American Studies
Dates	May 2007
Title of Qualification	Participation Certificate
Tasks and Liabilities	Consecutive and simultaneous interpreter
Name and type of organization providing the training	Cosmos Center
Level in national and international classification	National Level
Dates	May 2006
Title of Qualification	Participation Certificate
Tasks and Liabilities	Consecutive and simultaneous interpreter
Name and type of organization providing the training	Best Euro Video Contest, Tirana, Albania
Level in national and international classification	National Level
Dates	September 2006
Title of Qualification	Participation Certificate
Tasks and Liabilities	Consecutive and simultaneous interpreter in European conference held by the Ministry of Commerce and Energy.
Name and type of organization providing the training	Cosmos Center
Level in national and international classification	National Level
Dates	June 2006
Title of Qualification	Participation Certificate
Tasks and Liabilities	Volunteer consecutive and simultaneous interpreter
Name and type of organization providing the training	KOKSH (Albanian NOC)
Level in national and international classification	National Level
Dates	May 2005
Title of Qualification	Participation Certificate

Tasks and Liabilities	Volunteer consecutive and simultaneous interpreter
Name and type of organization providing the training	KOKSH (Albanian NOC)
Level in national and international classification	National Level, European Assembly
Dates	June 2005
Title of Qualification	Participation Certificate
Tasks and Liabilities	Volunteer consecutive and simultaneous interpreter
Name and type of organization providing the training	KOKSH (Albanian NOC)
Level in national and international classification	National Level, Swimming Championship

Native Speaker of	Albanian		
Other Languages	English	Italian	French
Reading	Excellent	Excellent	Excellent
Writing	Excellent	Excellent	Excellent
Speaking	Excellent	Excellent	Excellent

TECHNICAL SKILLS AND KNOWLEDGE	Very good skills in software, SDL Trados 2009, Microsoft Visio 2010, Power Point, PDF reader, Excel etc.
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