



ERINA KAPLLANAJ

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Addr. "Vath Koreshi" st., Tirana, Albania DOB:
02.01.1984

Skills

- Analytical
- Focused
- Team work
- Writing
- Research
- Quick learner
- Perseverance
- Communication
- Logical thinking ability

Translation experience

IQVIA April 2023 – present

Area: Translation in the medical field

Deluxe Sfera Studios Sep 2022-present

Area: Translation of movies, series.

uTest March 2019-present

Area: Software localization and testing

MPAY sh.p.k. Jan 2013 - present

Area: Translation of: legal documentation, tax documentation, information technology documentation.

R.S. & M sh.p.k. Sep 2010 – Dec 2012

Area: Translation of: legal documentation, civil engineering documentation, ISO certification documentation, trademark documentation, procurement documentation (World Bank, EBRD, OSCE, etc.), road safety documentation and tests, website content, social media posts.

2K Group (Sirius sh.a. & Abissnet sh.a.)

Nov 2007 – Aug 2010

Area: Translation of: civil engineering documentation, procurement documentation, residence permits documentation, entertainment (TV, magazine, newspapers, sports team, publishing house) documentation.

Freelancer 2007 - present

All type of documentation (legal, medical, entertainment, etc.), articles, movies, series, websites, etc.

Experience

Senior Lawyer

MPAY sh.p.k. *Jan 2013 - present*

Area: mobile financial services, electronic communications

Lawyer and Human Resources Manager

R.S. & M sh.p.k. *Sep 2010 – Dec 2012*

Area: Civil engineering, road signs and safety

Lawyer

2K Group (Sirius sh.a. & Abissnet sh.a.) *Nov 2007 – Aug 2010*

Area: Civil engineering, internet service provider, electronic communications, media, television, radio, media, sports team, construction materials productions, advertising, etc.

Lawyer

Hidrofaho sh.p.k. *Jan 2007 – Nov 2007*

Area: construction materials production

Lawyer

Ministry of Justice *Jul 2006 – Nov 2006*
Area: commercial register

Experience highlights

- Agreement drafting and revision
- Legal opinions
- Regulatory compliance
- Bank of Albania and AML documentation and reporting
- Customer terms and conditions
- Personal data protection procedures
- AKEP documentation and reporting
- Procurement procedures (EBRD, World Bank, OSCE, UNDP, ADF)
- Employment and HR procedures
- Representation and correspondence with public and private institutions
- Commercial register procedures
- Trademark procedures
- Foreign citizen documentation
- Software testing

- Data analysis
- Construction permit procedures
- ISO certification procedures
- Vehicular documentation procedures
- Licensing procedures
- Court representation
- Translations

Education

Diploma in law

University of Tirana, Faculty of Law
Sep 2002 – Jun 2006

Certifications

Lawyer certificate

Albanian Chamber of Advocacy
Sep 2007

IELTS Certificate

British Council in Albania
Oct 2010

English certificate

University of Tirana,
 Faculty of Foreign Languages
2006

Languages

English ☒ ☒ ☒ ☒ French ☒ ☐ ☐ ☐

Italian ☒ ☒ ☒ ☒ Spanish ☒ ☒ ☐ ☐

CAT tools knowledge

Memoq – Intermediate level