

ENI ALMETA

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Date of birth: 19.04.1997

Nationality: Albanian

Driver's license: B

EDUCATION

MA in International Business

Hochschule Mainz, Mainz, Germany (ongoing)
Double degree program financed by Erasmus+

MSc in Business Administration

Epoka University, Tirana, Albania (ongoing)
Double degree program financed by Erasmus+

BSc Banking and Finance

Epoka University, Tirana, Albania (2018)

AWARDED SCHOLARSHIPS

- Scholarship Foundation Rhineland-Palatinate (Jul.-Oct. 2022)
- Consortium of International Double Degrees (Jun. 2022)
- Erasmus+ Double Degree Program (2020)
- 40% CGPA Scholarship, Epoka University (2019)
- 50% CGPA Scholarship, Epoka University (2015)

ABBOTT EXCELLENCE AWARDS

- Enduring - Independently taking on new Projects (Jun 2022)
- Achieving - Lab Performance Benchmarking (Sep. 2022)

CERTIFICATES & TRAININGS

- GLP Systems Track TWM Service Training, Abbott (2022)
- GLP Systems Track and Module Overview eLearning, Abbott (2022)
- Mindful Leadership Part 1, Haus Guldenbach-Trainingsacademy (2021)
- Green Economy and Entrepreneurship, ANRD (2020)
- The Right to be Informed, IDM (2020)
- Finance Open Innovation Workshop, SOVVA (2020)
- Self-Marketing and Public Speaking, Udemy (2019)
- Translation and interpretation at the 7th edition WORLD EDUCATION FAIR, Integral (2019)
- National Leadership Development Seminar, AIESEC (2019)
- Digital Marketing Basics, AIESEC (2019)
- Management of Public Institutions in Albania and EU, Albanian Young Leaders Forum (2018)

WORK EXPERIENCE

BUSINESS & LAB PERFORMANCE INTERNSHIP

15 Mar 2022 – ongoing

Abbott (Delkenheim, Germany)

- Participate in analytic studies and conduct statistical data analysis in Power BI.
- Prepare reports, presentations and operational documents containing descriptive, analytical, and evaluative content related to business and operational activities.
- Assists in writing instructions, procedures, and manuals to describe and improve administrative, technology, and operational methods and systems.
- Provide technical support and training to departmental staff on business, technology, and operational activities.

STUDENT AIDE

28 Feb 2022 – 12 Mar 2022

07 Sep 2021 – 11 Nov 2021

Hochschule Mainz (Mainz, Germany)

- Prepare introductory documents for the students.
- Guide the students through the online systems of the university.
- Assist the International Office and Exchange Programs Office.

TEAM LEADER E-COMMERCE PRODUCT COPYWRITER WORKING STUDENT

31 Mar 2021 – 04 Mar 2022

Vinokilo (Bodenheim, Germany)

- Prioritise and make decisions based on daily/weekly/monthly production plans to achieve predetermined goals.
- Ensure all content is true to the product and consistent with the brand.
- Quality checking and pricing.
- Prepare weekly/monthly production reports.

FINANCE AND ADMINISTRATION OFFICER

03 Feb 2020 – 31 Aug 2020

Institute for Democracy and Mediation (Tirana, Albania)

- Work collaboratively with the Executive Director.
- Oversee the preparation and planning of project budgets.
- Monitor procedural compliance with individual contracts and grant implementation.
- Manage the monthly financial needs according to the project's requirements.
- Ensures accurate bookkeeping with proper supporting documentation.
- Prepare and maintain grant financial files/records in compliance with terms of the grant.
- Communicate goals and objectives, apply company policy, administer discipline, and insure positive employee relations.
- Be a point of contact for a range of staff and external stakeholders.

CERTIFICATES & TRAININGS

- Financa5, Epoka Univeristy (2018)
- Career Training Program, Epoka University (2018)

VOLUNTEER WORK

- Institute of Romani Culture in Albania (Nov. 2021- Feb. 2022)
- Red Cross Albania (2012-2013)

LANGUAGES

- Albanian (native)
- English (C1)
- French (B2)
- German (A2)
- Italian (A2)

IT SKILLS

- Power BI, Eviews, Stata
- Financa5, Bilanc Software, Quickbooks
- HTML, CSS, Wordpress
- Solid knowledge on online platforms: Slack, Notion, Zoom, Microsoft Teams, Google Meet
- Experienced user in Photoshop, Illustrator and Lightroom

SOFT SKILLS

- Teamwork
- Problem-solving
- Adaptability
- Creativity
- Interpersonal Skills

INTERNATIONAL FUNDED PROJECTS WORKED ON

- “National Security vs. Transparency: Finding the right balance” funded by TI-DS
- “Western Balkan Civil Society Empowerment for a Reformed Public Administration - WeBER 2.0” funded by the European Commission
- “Empowering local community at preventing any form of violent extremism through multi-sectorial prevention measures in Kamza municipality” funded by HEDAYAH
- “Gender Sensitive Value Chain Analysis”, PLGP, funded by USAID
- “SmartCapital” funded by USAID
- “Brand Albania” funded by USAID
- “IntoAlbania” funded by USAID

WORK EXPERIENCE

RESEARCH AND DEVELOPMENT SPECIALIST

18 Feb 2019 – 14 Feb 2020

Creative Business Solutions (Tirana, Albania)

- Work collaboratively with the New Business Development team.
- Participate in the collection, analysis, and review of research and evaluation data by developing research reports for project activities and project proposals.
- Prepare the final files for the project application.
- Work with external ICT partners on topics related to web product development:
 - Agrotrade (<https://agrotrade.market/>),
 - OriginAL (<https://originalbania.com/>).
- Prepare feasibility studies and workshops.
- Assist in the organization of different events:
 - “Creating a Common Future” event in North Macedonia for the IPA Cross-Border Cooperation Project “Dibra- Debar”.
 - “Kala Festival 2019” and “Anjunadeep presents: Explorations 2019”.

ACCOUNTING INTERN

03 Dec 2018 – 15 Feb 2019

Bicontal Solution (Tirana, Albania)

- Prepare and analyze financial statements.
- Update the internal systems with bookkeeping data.
- Check financial documents and journal entries for accuracy.
- Help in the reconciliation of account receivables and payables, banks, bill payments or inventories.

FINANCE INTERN

02 Apr 2018 – 15 May 2018

Institute for Democracy and Mediation (Tirana, Albania)

- Update the internal systems with bookkeeping data.
- Assist the department in the completion of specific projects and tasks.
- Assist in the financial reporting of grantees and filing of grant files together with the Finance Manager.

RETAIL DIVISION INTERN

20 Feb 2018 – 30 Mar 2018

Societe Generale Albania Bank (Tirana, Albania)

- Collaborate with other professionals to ensure high-quality customer service.
- Participate in the assistance of customers with their banking needs.

SUMMER WORK & TRAVEL USA PROGRAM

Jul 2018 – Oct 2018, Jun 2017 – Sept 2017, Jun 2016 – Sept 2016

Conner's Supermarket (Buxton, United States)