



# Megi Xhaçi

Dedicated at the job placement field with a focus on connecting talent with opportunity. Experienced in candidate sourcing, recruitment strategies, and fostering strong relationships with both employers and job seekers. Committed to ensuring the right match for both parties, I am enthusiastic about leveraging my skills to contribute effectively to a dynamic job placement team, facilitating successful and fulfilling career placements.

## Work experience

### Job Palacement Specialist

Oct 2018 - Present

*Università Cattolica "Nostra Signora del Buon Consiglio", Tirana*

- Update the database concerning the employment and further education status of our graduates.
- Cultivate and maintain relationships with institutions and companies through email correspondence, with whom we have existing collaboration agreements.
- Establish new collaboration agreements with companies and institutions.
- Conduct daily searches on various job portals and professional platforms, and communicate relevant job offers and internships to graduates via email.
- Provide assistance to new graduates on crafting effective CVs for job applications across different institutions and companies.
- Organize meetings with recent students to enlighten them about the job market, guide them on CV and cover letter writing, and offer tips on effective job searches.
- Introduce recent students to various companies that the university collaborates with, either in person or through virtual meetings using platforms like Google Meet.
- Conduct market research studies as requested by CDL coordinators for the development of new study programs, as per the Ministry's requirements.
- Arrange meetings with diverse institutions to facilitate partnerships, enabling internships and potential employment opportunities for our graduates. Act as a liaison, bridging the gap between graduates and the job market, ensuring credible employment opportunities.
- Organize the annual Alumni Reunion event.
- Gather statistics on the employment status and career progression of graduates.
- Identify successful graduates as candidates for success stories to be featured on the university's social media platforms.

### Accounting/Finance

Feb 2018 - Nov 2018

*DonaElegant shpk & Inditex Group, Tirana*

Review and audit the factory's financial records:

- Analyze daily production costs
- Oversee product quality assurance
- Plan and manage production processes
- Identify and promptly resolve various issues
- Coordinate with suppliers and schedule deliveries
- Engage with Inditex group customer (Zara) to ensure product quality and address managerial concerns
- Prepare payroll listings
- Maintain communication with Albanian customs authorities
- Manage company's import/export operations
- Analyze technological waste and liaise with Albanian customs authorities
- Establish a connection between company accounting and the Albanian customs system in compliance with international customs codes.

### Accounting/Administration

Sep 2013 - Feb 2018

*Euroteorema SHPK, Tiranë, Tirana*

- Monthly Expense Evaluation
- Compilation of Monthly Reports (Sales/Purchase Patterns)
- Accounting: Entering Daily Data into the Arca Sql Accounting Software
- Gathering Information and Conducting Diverse Analyses
- Billing Discrepancies vs. Customer Records

## Personal

### Name

Megi Xhaçi

### Address

Rr. Kavajes  
1001 Tirane

### Phone number

0695872472

### Email

m.xhaci@unizkm.al

## Languages

English B2

Italian C1

Greek C1

- Liaison with Financial Institutions
- Administrative Duties: Managing Customer/Supplier Relationships
- Organizational Administration
- Drafting Contracts
- Sustaining Connections with Government Bodies and Tax Offices
- Generating Documentation for Tender Submissions

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## Education and Qualifications

### Master of Science in Economy & Management

*Università Cattolica "Nostra Signora del Buon Consiglio", Tiranë & Università di Bari "Aldo Moro", I, Tirana*

### Bachelor in Business Administration

*Università Cattolica "Nostra Signora del Buon Consiglio", Tiranë & Università di Bari "Aldo Moro", I, Tirana*

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## Communication /Organisational / managerial skills

Possesses strong communication skills demonstrated through work experience:

- Cultivates positive relationships with clients and suppliers.
- Collaborates effectively within a team-oriented environment.
- Exhibits excellent organizational abilities in daily tasks and business planning.
- Demonstrates adept problem-solving skills and analytical capabilities.
- Maintains meticulous order in company documentation and accounting records.
- Handles confidential information with discretion and precision.
- Displays keen attention to detail and excels in quality control.
- Thrives under pressure, willing to work beyond regular hours to accomplish assigned tasks promptly.
- Identifies issues swiftly and implements immediate solutions.
- Proficient in analyzing complex data sets with precision.