

## PERSONAL INFORMATION

**Besa Mustafa**

+389 71 555 614

[bms@balkancsd.net](mailto:bms@balkancsd.net)

Gender Female | Date of birth 02/02/1997

## WORK EXPERIENCE

15 October 2019 - Ongoing

**Project Assistant**

Balkan Civil Society Development Network, str. Makedonija nr.43-1/9

- Participating in creation and implementation in BCSDN Mid-term strategy
- Participating in the CS Development HUB Strategy
- Responsible for liaising with subcontractors (e.g. grantees, partners), interns and volunteers
- Support the contracting and the financing of grantees, partners, experts etc.
- Organizing and executing documentation handling (Archive, Pisarnica, Delovodnik).
- Organizing and executing office supplies, subcontractors (repairs etc.).
- Managing preparation of administration and documentation work of the Executive Office
- Participating in preparation of project proposals
- Handling stamps and cash reimbursement
- Performing other duties as required

[Civil society sector](#)

18 June 2019 – 14 October 2019

**Programme and Administrative Assistant**

Strategic Development Consulting, str. Aminta Treti nr.16-1/7, [www.sdc.com.mk](http://www.sdc.com.mk)

- Assisting in project implementation
- Preparation of various documents
- Preparation of the list of supporting documents, interim and final financial reports
- Organizing events and logistics
- Archiving and collating files
- Processing payments
- Writing reports and meeting minutes
- Translation of handbooks, leaflets etc.
- Evaluation of training

[Business sector](#)

04 October 2018 – 31 May 2019

**Intern**

Strategic Development Consulting, str. Aminta Treti nr.16-1/7, [www.sdc.com.mk](http://www.sdc.com.mk)

- Supporting team members for programme and project implementation
- Preparation of various documents
- Preparation of the list of supporting documents, interim and final financial reports
- Organizing events and logistics
- Archiving and collating files
- Translation of documents
- Evaluation of trainings

[Business sector](#)

May 2016 – October 2018

**Operator and Translator (Part Time)**

M – Prospect, str. Nikola Parapunov 41, <http://m-prospect.com/>

- Conducting phone surveys
  - Translating questionnaires and surveys
- [Research agency](#)

October 2017 – May 2018

**Intern**

International Balkan University, [www.ibu.edu.mk](http://www.ibu.edu.mk)

- Teaching English to Turkish students in the preparatory programme
  - Lesson Planning
- [University](#)

**EDUCATION AND TRAINING**

September 2015 – June 2019

**Bachelor of English Language Teaching**

International Balkan University, Skopje

- Research Methodology, Introduction to Law, History of Civilization, Oral Communication, Computer Skills, Multicultural Education, Psychology, Turkish Language etc.

September 2011 – June 2015

**Medical High School – Nurse**

Zef Lush Marku, Skopje

- Anatomy, Culture, Business, Physics, Chemistry, Psychology, IT etc.

**PERSONAL SKILLS**

Mother tongue(s) Albanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Macedonian	C1	C1	C1	C1	C1
English	C1	C1	C1	C1	C1
Turkish	B1	B1	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

**Communication skills**

- good communication skills gained through my experience as an operator , and Assistant
- speaking in public demonstrated through different presentations in university
- excellent written and verbal communication skills
- creative writing

**Organisational / managerial skills**

- office management
- documenting
- attention to details

**Job-related skills**

- administrative work
- time management skills
- job prioritizing skills
- time management

**Computer skills**

- Proficient with MS Office (Word, Excel, PowerPoint)

**ADDITIONAL INFORMATION**

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