

PERSONAL INFORMATION

Name FLUTURA XHABJIA
Home Address RR. "MUJO ULQINAKU" PALL 44, SH.2 AP.1 –TIRANA-ALBANIA
Office Address Rr.Durresit, Nr.36 Kati 2-Zyra 3-4 Tirana-Albania
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Tirana-Albania
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E-mail fluturxhabija@yahoo.com; flu@abissnet.com.al
Nationality Albanian
Date of birth 28.10.1949

WORK EXPERIENCE

- Dates (from – to)
 - 1992-on 1.Self employed at Private Institute of Translation "Flutra&Sons" and President of Professional &Business Women Association(voluntary)
 - 1974-1984 2.Professor of French and Albanian language at "Military Academy" of Tirana
 - 1985-1990 3.Correspondent Professor for French Languages at Faculty of Geology
 - 1986-1988 4.Correspondent member of Historic Languages Institution
 - 1990-1992 5.General Secretary at the Independent Forum of Women in Albania.
- Type of business or sector My private Institute of Translation offers different legal services, translations in many languages, and President Professional &Business Women Association service is offered in the support of Business Women as trainings, consulting.
- Occupation or position held President

EDUCATION AND TRAINING

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

OTHER LANGUAGES

SOCIAL SKILLS AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

ORGANIZATIONAL SKILLS AND COMPETENCES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

LOCAL AND INTERNATIONAL CERTIFICATIONS

TOLERANCE, CORRETNES AND SELF ASSEMENT ACUIRED AT:

- family life
- working with business women
- being part of civil society
- solving problems and developing ideas
- making decision-taking responsible action

ALBANIAN

FRENCH- Very good

ENGLISH- good, **ITALIAN** Very good, **RUSSIAN**- good

Team work, Problem Solving, Being Open, acquired when I have worked with:

- Egyptian people
- poor people
- orphan children
- refugees, emigrant
- Participant for the professional &social matters in tens of Television& radio discussions
- Able to work in group
- Dedicated social activities on behalf of all the people
- Administration, Coordination, Moderation, Facilitation, Time management
- Management position (team leader)
- Expert or consultant in projects implementation
- Election Campaign
- Scientific study
- Founder and President of the Professional Business Women Association in Albania.
- Qualified and awarded for marketing, plan business, finances etc
- Cooking