

Curriculum Vitae

Personal information

Surname(s) / First name(s)

Nazmi Kelmendi

Address(es)
Telephone(s)

Str. "Ulcini nn" Mitrovica, Kosovo

Mobile: 046/ 507-115

E-mail

Nazmi.a.Kelmendi@rks-gov.net

Nationality

Kosovo Albanian

Date of birth

05.10.1980

Gender

Male

Work experience

Dates

2008- 2009

Occupation or position held
Main activities and responsibilities
Name and address of employer
Type of business or sector

Practic work

R.C.E. MITROVICA- UNDP Project
Public

Dates

2012- 2013

Occupation or position held
Main activities and responsibilities
Name and address of employer
Type of business or sector

Member of the Board of Directors

N.P.L " Stacioni i Autobusëve" - Mitrovicë
Public

Dates

2018- 2020

Occupation or position held
Main activities and responsibilities
Name and address of employer
Type of business or sector

Member of the Board of Directors

N.P.L " Qendra Multifunkionale" - Mitrovicë
Public

Dates

2019 -2025

Occupation or position held
Main activities and responsibilities
Name and address of employer
Type of business or sector

Education Officer& Director of the municipal education department

The Municipal Directorate of Education- Zvecan
Public

Education and training

Years

2000-2004

Title of qualification awarded

Title **Economist**

Principal subjects/occupational skills covered

Mangament and Informatic

Name and type of organization providing education and training

University of Prishtina, Prishtina, Republic of Kosovo

Years

1995 – 1999

Title of qualification awarded

Diploma from Secondary School

Principal subjects/occupational skills covered

Social Science

Name and type of organisation providing education and training

Secondary School "Frang Bardhi " Mitrovica

Personal skills and competences

Mother tongue(s)

Albanian

Other language(s)

Self-assessment

European level (*)

English

Serbian

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
Fluent	Fluent	Good	Good	Fluent
Fluent	Fluent	Fluent	Fluent	Fluent

(*) Common European Framework of Reference for Languages

Organizational skills and competences

- o1 Support and strengthen organizational administrative processes, making new suggestions developing a new information management system.
- o2 Delivers work and assures that deadlines are met.

Computer skills and competences

Very good command of Microsoft Office tools (Word, Excel, PowerPoint, and Access).
Good command of O/S XP and 2000; Internet Explorer 6 and 7

Annexes

References documenting above will be available if required