



Europass Curriculum Vitae



Personal information

Name and Last Name **Jeton Hyseni**
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Nationality Albanian
Citizenship Kosovar
Date of birth **15.02.1982**
Gender M

Education and training

date **1997-1998 to 2000/2001**
Qualification obtained **Gymnasium**
Major subject/proffesional skills covered Subjects of general fields
Name and type of education institution General Gymnasium "Ramiz Sadiku", Skenderaj (1997-2001)
Level of national or international classification Secondary

date **2001/2002 to 2005/2006**
Kualifikimi i date **Bachelor of Law**
Qualification obtained
Major subject/proffesional skills covered Subject from the law field
Name and type of education institution University of Prishtina " Hasan Prishtina", Law Faculty.
Level of national or international classification University

date
Qualification obtained **2006/2007 2010/2011**
Major subject/proffesional skills covered **Master of Criminal Law**
Name and type of education institution Subjects of criminal law
Level of national or international classification University of Prishtina " Hasan Prishtina", Law Faculty.
University

Desired employment / desired field

Work experience

Date 20 May 2013- ongoing

Position held Secretary of the Faculty of Mathematics and Natural Sciences of the University of Prishtina "Hasan Prishtina"

Main activities and responsibilities

- 1.1 Overall administration and management of the Administrative Office of the Faculty, providing for efficient and smooth operation of different functions;
- 1.2 Coordination and supervision of all the services of the Administrative Office and instruction on planning and implementing plans for various services;
- 1.3 Compilation and recommendation of establishing new rules on systematization of work positions within the Administrative Office and suggesting them to the Dean;
- 1.4 Following and applying all legal provisions and acts issued by the University and the Faculty in the scope of the FMSHN;
- 1.5 Legal representation of the Faculty in judicial institutions and other administrative bodies according to the authorization of the General Secretary;
- 1.6 Preparation of all the material for the Council of Faculty and supplementary bodies, preparation of minutes and extracts of the meetings, decisions, conclusions and recommendation of the meetings of the Council of the Faculty and other relevant bodies;
- 1.7 Preparation of decisions issued by the Dean in the scope of his/her competences and compilation of all normative acts of the Faculty;
- 1.8 In cooperation with the senior official of master and doctoral studies, run all the procedures and documentation of obtaining academic titles since the initial phase of proposing the thesis and up to its defence;
- 1.9 Lead the process of maintaining personnel dossiers and all evidence and data related to the personnel as foreseen by the Law as well as the process of producing all statistics related to the work of the Faculty;
- 1.10 In cooperation with the vice-dean for teaching and scientific research, follow up and inquire the procedures for selecting and advancing the academic staff;
- 1.11 Participate in implementing the opening for admission of new students in the Faculty;
- 1.12 Submission of reports for verification of data for students for their graduation;
- 1.13 Issuing proof for students who have completed studies, diploma nostrification, absence to work, for internship opportunities etc;
- 1.14 Managing the process of selection of the academic and administrative personnel, election of the management of the academic unit and students government bodies;

Name and address of employer University of Prishtina, FSHMN-se, St. " Nëna Tereze " p.n Prishtinë

Type of business or sector Public Institution – Higher education sector

date 08 October 2008 – 20 May 2013

Position held Procurement Officer

Main activities and responsibilities

- 1.1 Preparing standard material, depending on the procurement method
- 1.2 Preparing invitations for offer-tenders, sending them and publishing them in information tools and distributing invitations for offers for competitive buying
- 1.3 Ensuring that all requests for procurements for goods and services are signed by authorized people
- 1.4 Accepting tender material in the list and registering all companies that take the material of the compiled tender for this purpose
- 1.5 Accepting all questions and returning answers to all companies related to the tender material, as well as accepting offers from companies in the foreseen tender deadline
- 1.6 After the evaluation process is over, preparing the necessary documents and completing the documents for approval
- 1.7 Assisting in monitoring and execution (fulfilling) the contract and reporting on the non-fulfillment of the contract
- 1.8 Checking all bills in accordance with the contract conditions, with notes on the received goods signed by the employee for receiving goods, preparing documents for payment in the finances department
- 1.9 Doing other duties determined by the supervisor and UP management

Name and address of the employer

University of Prishtina, FSHMN-se, St. " Nëna Tereze " p.n Prishtinë

Type of business or sector

Public Institution – Higher education sector

Personal skills

Native language **Albanian**

English language

"Cambridge School", "Beginner" level (10.04.2002 -10.07.2002)

"Cambridge School", "Elementary" level (21.11.2002 – 31.03.2003)

"New Age School", Pre Intermed. Level (07.10.2004 – 24.02.2005)

Organisational skills Ability to work in a team, particular interest for work in inter-cultural contexts;

- Good presentation and communication skills;
- Well organized, reliable;
- Fast learner, flexible;
- Good problem-solver and able to cope under pressure;
- Persuasive, encouraging, and motivating Strong written and oral communication skills
Ability to effectively prioritize and execute tasks in a high-pressure environment;
- Managing tasks and time;
- Show initiative in analyzing and solving problems;

Computer skills

Good computer skills and proficient user ofMS Office (Word, Excel, PowerPoint)

Additional information

driving licence of B category.