

PERSONAL INFORMATION

Qamile Gishti



Marital Status: Single

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Gender: Female

Nationality Albanian

SUMMARY OF QUALIFICATIONS, EXPERTISE AND ABILITIES

Over 7 years experience in compiled project-proposal according to the identified needs and request of different donors in Sustainability Economic Development of area. Over 12 years, experienced Program Coordinator, Business Advisor especially in Grant Scheme, Business Plan, Researcher, monitoring, reporting liaison and financing in national and international organization in Albania.

Equipped with a rigorous academic and professional background that has helped me to grow and strengthen my understanding of development issues, critical thinking, research and analytical writing. Of my particular note is my successful completion of a 2-year Master of Business Training program offered by the Stability Pact (2000-2002), at Stuttgart University, in Germany.

Another successful completion of a 1-year TOT Program, offered by National Council on Economic Education (NCEE),(2004-2005),conducted in Minsk, Lithuania, Bucharest and Lvov.

Key skills include integrity , community building, effective communication, continues drive for excellence and desire to take initiative & working with diverse teams. Fluent in Albanian, English and Italian languages with some knowledge of German.

WORK EXPERIENCE

JANUARY 2019- PRESENT

Executive Director / Program Manager of Regional Development Agency (RDA)

- Compiled& developed project- proposals according to the identified gaps , strategies &request of different donors in Sustainability Economic Development of RDA area.
- Conduct researches on the institutional capacity , framework and procedures to develop projects based on strategies priorities of RDA.
- Facilitate the interaction among RDA and other relevant partners/stakeholders in the framework of the program implementation.
- Coordinate, support, monitor& evaluate project activities including the impact measurement and lesson learned in each project.

- Support the staff of RDAB to identify and engage private sector in different projects .
- Organize workshop, training sessions & events in accordance with each project.
- Produces and delivers quality results in service-oriented and timely manner to achieve agreed outcomes .
- Support SME-s as mentor/coach and give technical assistance in preparing business plan & grant scheme, as well.
- Contribute to feed PR strategy & campaign to RDA
- Perform general administrative/financial duties.
- Perform other duties, as might be assigned.
- Prepare monthly narrative/financial reports for each projects under RDA implementation, in accordance with the activities and request model of each donor.

FEB 2015 - DEC 2018

REGIONAL COORDINATOR - SARED PROJECT

GIZ(German Agency for International Cooperation)-Sustainable Economic Development Project

Responsible for the implementation of both components of SARED Program:

1. Grant Scheme Component and 2. Capacity Development Component (CD)

Main Tasks Performed under Grant Scheme Component

- Contributing in writing the Guideline of Applicants, in accordance with overall objective of the project & standards EU and overall policy framework .
- Contribute to compose the model application of business plan in both narrative and financial part, as the core format of application files.
- Planned & implemented & monitored & promotion activities of the project, in accordance with overall objective of the project and the policy framework.
- Conducting/supporting, training sessions for the beneficiaries explaining more in detail further technicalities to be considered in the application / payment process.
- Training/Supporting and collaborating with other VC actors and intermediaries such as consultants, business support provider, suppliers, banks, public and private extension staff and other relevant actors, assuring quality of files application and smooth implementation, to ensure all procedures followed were in accordance with the GIZ rules and regulations.
- Preparing grant contract and funding proposals based on assessment results in accordance with applications.
- Based on the four eyes principle, taking over the payment process of grant beneficiaries in cooperation with head Office.
- On-site evaluating/monitoring the correct implementation of the investment as per contractual agreement between both parties.
- Supports the project in other given tasks as per need.

Main Responsibilities under CD component of SARED

- Identified the needs of government intuitions, private partners and NGO-s, as well as the project's beneficiaries.
- Created the necessary network among all interested actors in the project.
- Coordinated with and monitored of stakeholders involved in CD initiatives with key experts, staff and extension of partners.
- Facilitated group collaboration between farmers as producer groups to improve quality, increase agritourism, and to help diversify income generating activities.
- Provided support regarding farmer/state cooperation, formalization of farm activities, standardization of product output, improving access and utilization of technology on small farms, increased competitiveness, in the context of EU accession.

- Provided support for increasing youth and women participation in Both Component, Capacity Development and Grant Scheme Applications.
- Transferred professional knowledge to interested actors in the region on SARED Program.
- Contribute in Promotion of SARED Project through print and television media.

Other Administrative Tasks

- Ensured an effective cooperation of the regional office while maintaining cooperation and communication with head office.
- Drafting and proposing the financial plan to the head office, in accordance with the planned regional activities.
- Performed administrative and financial service related tasks regarding SARED Program activities through the preparation of financial reports, invoices and receipts.

January 2000 -January 2009

Executive Director / Program Manager

Regional Development Agency (NGO) of Berat

- Developed RDA strategic planning through work-activities, fund raising plans, public relation plans, etc.
- Compiled project proposals according to the request of different donors in Sustainability Social-Economic Development of RDA area.
- Monitored, designed, and evaluated projects on Sustainability Economic Development of RDA area, as well as on "NGO-s Institutional Development and Sustainability.
- Assisted local businesses and NGOs with counselling, training, information and technical assistance.
- Developed strategies in supporting business women, especially start-up business in the region.
- Fostered cooperation between the local business community and foreign organizations to facilitate future business development in the region.
- Developed an assortment of fee-based services targeted toward the support of local businesses and development projects of the region.
- Coordinated with different banks in supporting businesses receive financing.
- Collaborated with the local government, business associations and organizations to promote economic development of RDA foundation areas.
- In collaboration with board of foundation, set the Agency policy and procedures and supervise activities of agency staff.

2007-2014

Senior Manager in Individual/SME Business Loans Sector*Credins Bank*

- Responsible for all phases of the lending cycle, from loan analysis to loan monitoring and collection/decisions in approval/disapproval.
- Responsible for training the new staff working at the loan sector.

2002 - 2007

Regional Coordinator - Small Business Credit Assistance in Agriculture Sector. USAID Program

- Coordinated RDA Berat in offering technical and financial assistance to agribusiness/SME sector.
- Provided individual consultancy, training, and coaching in the areas of marketing, business planning, financial management, market research, accessing bank loans, etc.
- Consulted with over 300 small businesses/farmers and around 100 individuals.

1999 - 2000

Financial Consultant*Business Center Berat (Project of UNDP supporting SMEs)*

- Worked closely with banks and SME-s to develop business plans for accessing loans for new ventures and expansion of existing ones.
- Conducted market research through examining surveys for a variety of business sectors.
- Supported in the SME-s economic development of Berat region, providing business knowledge, training and services, and counselling the regional business community.
- Collaborated with different SME donors and support programs to enhance the overall development and growth of the sector.
- Provided feedback by identifying trends, problems and opportunities of the private sector.

EDUCATION AND TRAINING

2000 - 2002

MBT (Master of Business Training)**"Trainer and Consultant Program for South Eastern Europe on SMEs" through Stability Pact, Stuttgart, Germany.**

Basic business management; strategic management; company analysis; marketing; project management; cost accounting ;leadership-human resources management.

2004 . 2005

TOT Program in Economic International, conducted by NCEE.**(National Council on Economic Education funded by the United State Department of Education and United States Department of State)****PERSONAL SKILLS**

Mother tongue Albanian

Other language(s)

UNDERSTANDING

SPEAKING

WRITING

pass

	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Replace with name of language certificate. Enter level if known.					
Italian	C1	C1	B2	B2	B2

Communication Skills

Very good skills in communication and create friendly relation with people, respecting their cultural diversity . "Thinking positive to different situation" is my motive.

Through my background as a loan officer in bank, I learned to coordinate the client's interests with the economic reality of their specific situation. I was adept at explaining complex financial policy and procedures to clients unfamiliar with such subjects. I helped to coordinate client requests with banking executive responses for harmonious business relationships.

On the other hand, I develop and maintain contacts with the decision board in approval/disapproval process.

Through my experience in different development international projects, I was able to utilize my skills developed through my tenure at the Credins Bank and combine them with my experience working with various non-governmental organizations in Albania.. Through different Programs, I was able to navigate through traditional Albanian communities and help them to change their mindset, to government officials and community personnel.

Organizational/Managerial Skills

My experience in project cycle management with the RDA allowed me to manage a team of four permanent staff members and 10 part-time staff members. I facilitated excellent communication between the staff, developed professional skills as an adviser/trainer, managerial skills, and maintained good collaboration with Public and Private sectors .

ADDITIONAL INFORMATION

Publications Conferences Seminars

- Agriculture Sector Development Challenges, government and EU politicizes support', presentation ANRD Regional Conference, April 2020.
- Challenges and achievement in SARED Project., September 2018 presentation GIZ annual Coffereence.
- Co-Author of Economic Guide of Berat Region, June 2005.
- Author of RDA publications (Brochures, Guide, and Profile).
- Reference Theme "Tourism Development in Berat District presented at the Conference with the theme "Investment in Tourism Foregoing the Regional Integration", organized by Soros, Berat. 2005

Memberships

- Board member & Founder of Albania's Network of RDAs
- Membership of Mentor's Club, established by IDEA/CEFE/,Albania.
- Member of Albanian Consulting Network (ACN)
- Member of Global Women Network
- Member at VET European Network .

Qualifications

- Certificate of Completion for training "Development of Small and Medium Size Enterprises...(ILO materials).(1999).

- Certificate of Completion for training for TOT (Training of Trainers)...(GTZ SME Promotion Project in Tirana, Albania(2000)
- Certificate of Completion for training for "Qualification of Trainers"" UNIDO in Tirana, Albania.(2000)
- Certificate of Completion for training for "The Capacity Building of NGO-s The management of project from the Idea in Application" organized by Women Center Tirana, Albania.(2000)
- Certificate of Completion for training on "The increasing of Capacity of NGO's. Women Center ",Tirana ,Albania 2001).
- Certificate of Completion for training on "Gender"by Women Center Tirana, Albania.(2002)
- Certificate of Completion for training "Training of Trainers on Modules of Employable Skills" ILO Program, organized by ILO, Tirana 2002
- Certificate of Completion for training "Financial Management organized by Partners Albania & Soros, in Tirana (2002)
- Certificate of Completion for training ""Strategic Planning and Change Management "SEED Program , in Tirana (2003)
- Certificate of Completion for training "Making Cents Training Course for Master Plan" USAID & SBCA Program, in Tirana (2003).
- Certificate of Completion for training on Regional Development Agency Support to SME-s ", USAID Program, Warsaw, Poland, June 2003.
- Certificate of Completion for training TOT program organized by NCEE Washington (2004 - 2005) Countries where conducted: Byelorussia, Romania, Lithuania, Ukraine.
- Certificate of Completion for training on Expert Personal Business Skills organized by PARSH, Albania, February 2006
- Certificate of Completion for training "Developments in the financial system ", organized by the University of Sheffield, July 2011.
- Certificate of Completion for training on "Management" organized by the University of Sheffield, July 2011.
- Certificate of Completion for training "Accounting in Practice", organized by "Ardex Center " Tirana, November 2014.
- Certificate of Completion for training Finance 5, organized by "Ardex Center ", Tirana, December 2014.
- On boarding Event, GIZ, Scopje, organized by GIZ,June 2015.
- Certificate of Completion for training in the MOSA Program, Feldafing, Germany ,August, GIZ, 2015
- Certificate of Completion for training in "Capacity Work", organized by GIZ, Tirana, November, 2016
- Certificate of Completion for training for "Gender Mainstreaming", organized by GIZ Tirana, July 2017
- Certificate of Completion for training on "Project Management", organized by GIZ, Bad Honnef, Germany, July 2017
- Certificate on Completion on "Training Program of Entrepreneurship" , organized by Tirana Chamber of Commerce, September 2019 , Tirane, Albania.
- Certificate on "Provision of services in Public, Institutions,organized by" Partners Albania&PDCS, June -2019.

- Certification of IDEA's Mentor Training, delivered by Innovation labs, Berlin, July 2020.
- Certificate of "Entrepreneurship & Management" delivered by Global Entrepreneurship Academy"m Tirana, January-July 2020.
- Training on "Preparation of Financial Statements", organized by Balkan Capital, March 2022, Tirane.