



Personal information

Surname(s) / First name(s) **Tafarshiku Nora**
Address(es) No.12, Bregu i Diellit St.3 Apt.3, 10 000, Prishtina, Kosovo
Telephone(s) +381 38 555 833 Mobile: +377 44 198 956
E-mail nora@kec-ks.org
Nationality Kosovar
Date of birth 29.03.1979
Gender F

Work experience

Dates August, 2005- current
Occupation or position held Finance/Office Manager
Main activities and responsibilities

- Office filing system including archive
- Management of the organization wealth
- Management of the organization budgets
- Management of the expenditures as per the annual budget
- Management of the financial declarations and reports
- Document preparation for annual auditing process
- Management of the financial procedures
- Salaries and wages manager
- Logistic support for all sectors within the organization
- Execution of financial transactions

Name and address of employer Kosova Education Center, Third Millennium School Compound, Isa Kastrati st., n.n, Prishtina 10 000, Kosovo
Type of business or sector NGO
Dates March 2002 – August 2002
Occupation or position held Chief Project Assistant
Main activities and responsibilities

- Responsible for overall development of the Media project. Acted as an editor of the program that was broadcasted in 24 Radios throughout Kosovo
- Responsible for the eight staff members in head office and regional offices
- Responsible for the financial and administrative part of the project
- Monthly reports to head of mission regarding project budgets, planned field and office activities.
- Helped in preparation of monthly financial reports for the donors.
- Worked in the multiethnic environment with program in two languages
- Presentation of the project to different organizations such as: media, donors and all other interested parties.
- Writing monthly and yearly reports to donors

Name and address of employer American Refugee Council, Dragodan, Prishtina 10 000, Kosovo
Type of business or sector NGO

Dates November 1999 – March 2002
Occupation or position held Project Coordinator
Main activities and responsibilities

- Overall responsibilities include assessing, planning, implementation and monitoring of the project
- Selection, hiring and training of the new employees on the project guidelines and objectives.
- Translation of the all training materials presenting by international co-trainers.
- Training of the Reproductive Health trainers on participatory approaches and Reproductive health education
- Served as a main point for the presentation of the project development and activities.
- Publication of the booklet on Reproductive health with basic facts and youth work from the field
- Liaising with agencies such as UN, Governmental agencies and both local and International NGO's

Name and address of employer Children's Aid Direct, Dragodan, Prishtina 10 000, Kosovo
Type of business or sector NGO

Dates September 1999 – October 1999
Occupation or position held Surveyor
Main activities and responsibilities

- Gathered information on demographics, gender, diseases and wealth
- Coordinated the team on quality data gathering

Name and address of employer International Rescue Committee, Prishtina
Type of business or sector NGO

Education and training

Dates September 2007 -
Title of qualification awarded
Principal subjects/occupational skills covered MPhil/PHD in Economics
Name and type of organisation providing education and training Staffordshire University
Funded by OSI Budapest and Staffordshire University

Dates August 2002 – August 2005
Title of qualification awarded BSc
Principal subjects/occupational skills covered Management
Name and type of organisation providing education and training La Roche College – Private Catholic College,
Funded by Pacem in Terris Institute

Other language(s)

Self-assessment
European level ()*

English

Serbian

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
5	5	5	5	5	
4	4	4	4	4	

(*) *Common European Framework of Reference for Languages*

