

# Erëza Kida

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Results-driven Telecommunications Engineer with experience in data analysis, administrative support, and program implementation. Proficient in tools like Excel, Power BI, and technical project management. Adept at collaborating with diverse teams to achieve organizational objectives and drive operational efficiency.

## WORK EXPERIENCE

<b>PRIMEX EU • Fushe Kosova</b>	<b>07/2023 - Present</b>
<b>OPERATIONS SPECIALIST • Full-time</b>	
<ul style="list-style-type: none"><li>Analyze data to generate actionable insights, driving operational improvements.</li><li>Manage logistics for product distribution, ensuring streamlined and efficient processes.</li><li>Conduct pricing analyses to optimize strategies and improve profitability.</li></ul>	
<b>KOSOVA EDUCATION CENTER (KEC) • Prishtina</b>	<b>06/2021 - 01/2023</b>
<b>MEL ASSISTANT AT AFTER-SCHOOL SUPPORT FOR TEENS (ASSET) – USAID-FUNDED PROGRAM • Full-time</b>	
<ul style="list-style-type: none"><li>Collaborated with program staff to streamline stakeholder engagement processes</li><li>Drafted materials for schools and stakeholders with attention to detail and clarity.</li><li>Assisted in administrative tasks, ensuring smooth program operations.</li></ul>	

## EDUCATION

<b>Master's in Management</b>	
University of Prishtina • Faculty of Economics,	10/2020 - Present
<b>Bachelor's in Telecommunications Engineering</b>	
University of Prishtina • Faculty of Engineering (FIEK),	10/2013 - 07/2018

## CERTIFICATIONS

<b>Accounting Technician</b>	03/2022 - Present
SCAAK	
<b>Excel Expert Microsoft 365 Apps</b>	07/2024 - 01/2025
Microsoft Office Specialist	
<b>Power BI Course</b>	09/2024 - 10/2024
Creative Hub	
<b>Word Associate</b>	09/2024 - 10/2024
Microsoft Office Specialist	
<b>Excel Associate Microsoft 365 Apps</b>	03/2024 - 06/2024
Microsoft Office Specialist	
<b>CCNA Routing and Switching</b>	09/2019 - 06/2020
A.U.K Training Institute	
<b>Radio Amateur</b>	01/2018 - 12/2019
RAEPC	

## SKILLS

Data Analysis & Reporting: Advanced Excel, Power BI, Office Management: Administrative support, logistics coordination, Networking & Troubleshooting: CCNA certification, Languages: Fluent in Albanian and English, Programming: C++, Power BI