

Curriculum Vitae



PERSONAL INFORMATION

First name / Surname **Orjana Kalaja**
Address No. 5 / Apartament 2K, Str. Sitki Cico, Tirana, Albania
Telephone number Mobile: +355 69 40 81444
E-mail okalaja@bakertillyalbania.com
Nationality Albanian
Date of birth 26 January 1980
Sex Female

WORK EXPERIENCE

Dates from to	16 October 2017 present
Occupation or position held	Partner in Audit and Advisory Services
Main activities and responsibilities	Overall management of the office in accordance with the Company's strategy and objectives. Involved in the review and supervision of the individual projects and coaching the service lines managers. Currently acting as the statutory auditor for the client portfolio in Albania. Providing periodic training on different audit and accounting matters.
Employer's name	<u>Baker Tilly Albania shpk</u>
Business or sector	Audit and assurance, tax and other advisory services, Tirana, Albania
Dates from to	November 2014 to 30 September 2017
Occupation or position held	Audit Manager
Main activities and responsibilities	Responsible for the preparation and reviewing of Financial Statements of various clients. Planning and organizing audit engagements, supervising and performing audit field work, coordinating audit team members and reporting to engagement partners, maintaining client relations, preparing reports as well as overall coordination and project management. Testing operational effectiveness of internal controls and proposing improvements in the design and implementation of internal controls. Testing complex accounting and audit areas. Presentation of annual IFRS updates for KPMG Clients in the annual business seminars.
Employer's name	<u>KPMG Albania shpk</u>
Business or sector	Audit and assurance, tax and other advisory services, in Tirana, Albania and Pristina, Kosovo
Dates from to	November 2011 to August 2014
Occupation or position held	Head of Internal Audit Department
Main activities and responsibilities	Planning the annual audit work, reporting to audit committee, follow up on the actions agreed with management of the Bank. Provided trainings to the bank employees on accounting and internal controls. Ensured that the audit plan and audit engagements were performed in accordance with the Internal Auditing Standards.
Employer's name	<u>ProCredit Bank Albania sha</u>
Business or sector	Bank, financial sector, Tirana, Albania
Dates from to	January 2008 to September 2010

Occupation or position held	Audit Senior																							
Main activities and responsibilities	Responsible for the preparation of Financial Statements of various clients. Planning and organizing audit engagements, and performing audit fieldwork, coordinating audit team members and reporting to engagement partners and managers, maintaining client relations, preparing reports as well as overall coordination and project management. Preparation and presentation of internally organized trainings on IFRS and ISA updates.																							
Employer's name	<u>PricewaterHouse Coopers Albania shpk</u>																							
Business or sector	Audit and assurance, tax and other advisory services, Tirana, Albania																							
Dates from to	October 2004 to December 2007																							
Occupation or position held	From Junior auditor to Senior Auditor																							
Main activities and responsibilities	Planning and organizing audit engagements, and performing audit fieldwork, coordinating audit team members and reporting to engagement managers, maintaining client relations.																							
Employer's name	<u>Deloitte Albania shpk</u>																							
Business or sector	Audit and assurance, tax and other advisory services, Tirana, Albania																							
EDUCATION AND TRAINING																								
Dates from to	2012																							
Qualification awarded	<u>Member of Institute of Authorized Chartered Auditors of Albania</u>																							
Education or training organisation's name and locality	Institute of Authorized Chartered Auditors, IEKA																							
Locality	National, Tirana, Albania																							
Dates from to	2011																							
Qualification awarded	<u>Member of The Association of Chartered Certified Accountants UK, FCCA</u>																							
Education or training organisation's name and locality	Association of Chartered Certified Accountants, UK, Glasgow																							
Locality	International, UK																							
Dates from to	1999-2003																							
Qualification awarded	<u>University Degree in Finance and Accounting</u>																							
Education or training organisation's name and locality	University of Tirana, Faculty of Economic																							
Locality	National, Tirana, Albania																							
Personal Skills and Competences																								
Mother Tongue	Albanian																							
Other languages	English, Italian																							
Self-assessment	<table border="1"> <thead> <tr> <th colspan="2">Understanding</th> <th colspan="2">Speaking</th> <th>Writing</th> </tr> <tr> <th>Listening</th> <th>Reading</th> <th>Spoken interaction</th> <th>Spoken production</th> <th></th> </tr> </thead> <tbody> <tr> <td>C1</td> <td>C1</td> <td>C1</td> <td>C1</td> <td>C1</td> </tr> <tr> <td>B2</td> <td>B2</td> <td>A2</td> <td>A2</td> <td>A1</td> </tr> </tbody> </table>				Understanding		Speaking		Writing	Listening	Reading	Spoken interaction	Spoken production		C1	C1	C1	C1	C1	B2	B2	A2	A2	A1
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Listening	Reading	Spoken interaction	Spoken production																					
C1	C1	C1	C1	C1																				
B2	B2	A2	A2	A1																				
Organizational skills	With more than 14 years' experience has the competencies and know how in organizing the day to day office activities, client relationships, business seminar presentation of audit and reporting matters, organize and present trainings within the office and for clients, leading/managing skills for the firm.																							
Technical skills	Extensive experience in International Financial Reporting Standards (IFRS) gaining strong technical knowledge of IFRS as well as National Accounting Standards and local legislation. Currently member of the Institute of Authorized Chartered Auditors in Albania (IEKA) and a member of the Association of Chartered Certified Accountants (ACCA)																							