

# Alma Beja

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## Summary

Experienced professional with 12 years of management career.

Disciplined, self-motivated, enthusiastic, effective communicator and strong team leader. Able to build long term relationships and establish confidence and trust.

Results driven, skilled at financial analysis, developing strategies and transforming them into business plans and budgets, coordination of team in order to follow the targeted business goals and institution's development and growth.

Specialties: Financial Analysis, Financial Control, Planning and Budgeting, IAS/IFRS standards, Bank of Albania laws and regulations, Fiscal Legislation, Money transfer process and cycle, Staff Development and Evaluation, Skilled Staff Trainer and Mentor.

Approved administrator from Bank of Albania from January 2008 – April 2018.

## Education

**2004 - 2006**

Master in Business Administration

University of New York, Tirana – Institut Universitari Kurt Bosch, Switzerland

**1996 - 2000.**

**University of Tirana, Faculty of Economy**

Graduated on June 2000; Major in Banking and Finance

## Work Experience:

**September 2019**

**Ministry of Finance, General Treasury Directorate**

**Position : General Director**

**December 2018 – August 2020**

**Bank of Albania, Supervision Department**

**November 2008 – April 2018**

**Veneto Banka sh.a, Operative Division** (*Finance and Accounting Department; Payment and Back Office Department; Archive and Protocol Department*)

**Position: Director**

*Main tasks and duties:*

## Curriculum Vitae

- Responsible for submitting Financial Statements for Tax Authorities, Bank of Albania, Shareholders.
- Responsible for Annual Budget preparation.
- Responsible for delivering information to Tax auditors and External Auditors.
- Responsible for payment orders execution process.
- Responsible for monitoring AML process in payments.
- Responsible for correspondent banking relationship.
- Responsible for back office process of Treasury Department.
- Responsible for managing correspondence with external institutions.
- Responsible for fulfilling administrative needs of departments.
- Responsible for archive process.
- Ensuring the existence, implementation, and efficient application of policies and procedures of the division within the guidelines set by the Shareholders and in consistency with Albanian Laws. Supervising that all operational processes are permanently observed and the deadlines are respected.

### *Other tasks and duties:*

- Ad interim Director of IT and Organization Division from October 2014 – October 2015.
- Ad interim Director of Credit Division from December 2012 - June 2013.
- Director of Treasury Department from November 2008 - June 2011 covering:
  - i) Placements with banks;
  - ii) Dealing Room;
  - iii) Cash management and security policies.

### **January 2007 – October 2008**

#### **Vento Banka sh.a: Accounting and Finance Department**

##### **Position: Head of Department**

#### *Main tasks and duties:*

- Preparation of the Financial Statements of the Veneto Banka sh.a according to the International Financial Reporting Standards, Regulations and Laws of Bank of Albania and Fiscal legislation.
- Preparation of information for Tax auditors and External Auditors
- Organizing and managing the activity of the department
- Responsible for organizing, running, and improving of the Management of Information System (reporting) to meet the needs of Board of Directors and Shareholders.
- Responsible for administration unit, ensuring the managing all the correspondence with external institutions, and the administrative needs of the bank.

### **January 2002 – December 2006**

#### **Intesa Sanpaolo Bank (ex Italian Albanian Bank): Finance and Accounting Department**

##### **Position: Vice Head of Department**

#### *Main tasks and duties:*

- Preparation of periodic Financial Statements for the Bank of Albania; Fiscal Authorities and Shareholders.
- Imputation of Operative Expenses in the system of the bank.

## Curriculum Vitae

- Calculation and payment of monthly taxes of the bank.

**September 2000 - December 2001**

**Intesa Sanpaolo Bank (ex Italian Albanian Bank):**

**Position: Customer services**

*Main tasks and duties:*

- Maintaining the relationship with the customer offering and presenting all the products of the bank.
- Executing payments in Albanian Lek toward the Bank of Albania, participating in the daily process of clearing organized by the Bank of Albania.

**Foreign Languages** Languages: (5 - excellent; 1 - basic)

<b>Language</b>	<b>Understanding</b>	<b>Reading</b>	<b>Writing</b>
Albanian (mother tongue)			
English	5	5	5
Italian	5	5	5
French	2	2	2

### **Computer**

- Good operational knowledge of MS operating systems
- Very good knowledge of standard spreadsheet, word processing and presentation software.
- Very good knowledge of bank operation system.

### **Other Knowledge**

- Very good knowledge IAS/IFRS standards and their application.
- Very good knowledge of Bank of Albania regulations, banking legislation and their application in a second level bank.
- Very good knowledge of Fiscal Legislation

### **Others**

**Outstanding training on various areas of Banking, Finance and Management such as:**

- November 2019: ACCA certificate In International Public Sector Accounting Standards
- February 2019: European Banking Authority on Supervisory Review and Evaluation Process (SREP)
- January 2018: IFRS Standards Training, KKK & World Bank.
- December 2017: National Standards Training, KKK & World Bank.
- June 2012: IFRS update, KPMG, Tirana.
- December 2011: Training on Human Resources. Subject: How to guide employees to achieve better performance, Tirana, Albania.
- November 2011: Interbank, Money market.
- May 2011: IFRS, Financial Products, Risk Management, Turkish Association of Banks , Turkey.

## **Curriculum Vitae**

- February 2009: Training on Financial Control, Treviso, Italy.
- February 2009: Training International Accounting Standards on Banking, IFIBI.
- April – December 2007: Training on National Accounting Standards. Subject: The application of 14 Accounting Standards in Albanian Accounting.
- November 2004: Workshop on Controlling and Accounting, Bankakademie e.V Frankfurt, Germany & Institute of Studies and Bank Assistance, Albania.

## **References**

- Available upon request