**CAREER HISTORY:**

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# **Alban.363247@2freemail.com**

# **Safety Supervisor**

# **Kosovo**

# **May 5. 2013 – Feb. 2. 2017**

*Duties and Responsibilities:*

◊ Supported the HSE Manager and team with planning, coordinating and implementing of effective HSE policies, guidelines and procedures to ensure that the department objectives are met.

◊ Provided support to Project and Operation team in all aspects of safety, occupational health, safety and environmental issues.

◊ Assisted with developing HSE plans that comply with Company policies and procedures as well as client requirements

◊ Ensured training, tool box meetings and drills are implemented as part of the company’s offshore training and HSE program, i.e. emergency response systems, etc.

◊ Investigated and completed the process for close out of all Accident Investigation Reports and prepared/submitted lessons learned to the Regional HSE Manager for promulgation to the management

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**Health and Save Environment Supervisor**

**Afghanistan**

**July 9. 2012 – Feb. 15. 2013**

*Led 70 workers daily.*

◊ Assigned to the HSE Manager and team with planning, coordinating and implementing of effective HSE policies, guidelines and procedures to ensure that the department objectives are met.

◊ Developed support to Project and Operation team in all aspects of safety, occupational health, safety and environmental issues.

◊ Attended pre-job, planning and client meetings as required on HSE related matters.

**Conducted:**

▬ training,

▬ tool box meetings, and

▬ drills are implemented as part of the company’s training and HSE program, etc.

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| **EULEX, Kosovo, European Union Rule of Law Mission in Kosovo, EU, European Union, European Union External Action** |

**HR Generalist**

**Kosovo**

**Oct. 29. 2008 – July 5. 2012**

*Duties and Responsibilities:*

► Responsible for the development, implementation, policies, processes and procedures, staffing, scheduling and other HR administrative functions.

► Assisted Local National employees in resolving basic human resources issues.

► Coordinated Local National hiring process; included preparation of Employment Agreements, Badge/ID paperwork, Job Announcements.

► Created and maintained new hire and personnel files and entered them into Human Resources Information Systems.

► Supported processing and maintenance of payroll records in accordance with policies and procedures, as necessary.

► Wrote employee manual covering issues including disciplinary procedures, code of conduct, FMLA policy and benefits information.

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| **United Nations** |

**Guard Supervisor**

**Kosovo**

**May 3. 2007 – Oct. 24. 2008**

*Led 50 workers.*

■ Supervised that Standard Operational Procedures (SOP) are met, concerning:

Fire Plan,

Bomb Incident Procedures,

Evacuation Plan,

Emergency Response Procedures,

Rules and Regulations.

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**Interpreter/Translator**

**Kosovo**

**Dec. 3. 2002 – Sep. 29. 2006**

*Assigned for U.S. Army, where:*

Translated different types of: documents, reports, letters, laws, decrees, court documents, administrative decisions, instructions, procedures, regulations, constitutions, from Albanian to English and Serbian and vice-versa.

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**Security Technician**

**Kosovo**

**June 16. 1999 – Nov. 29. 2001**

*Duties and Responsibilities:*

1. Provided functional and administrative support for Security operations and personnel as assigned.

Assisted with:

♠ investigations,

♠ audits.

1. Supported Security management in evaluating and improving security training, security awareness, residential security, office and project security, airport security, secure vehicular movement and route selection, counter surveillance and threat assessments.

**EDUCATION:**

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* College Student, studying: ECONOMICS/Bachelor. Branch: Banks & Finance.
* Completed High School, ECONOMICS.

**CERTIFICATES & AWARDS:**

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* **“Writing and Managing of European Union Projects”** held on: Oct. 24-25. 2013.
* **“Leadership Training”** held on: Oct.28. 2012.
* **“Health and Safe Environment Field Fundamentals”** held on: Nov. 5. 2012.
* **“Health and Safe Environmental Advanced Skills Workshop”** held on: Nov. 6. 2012.
* **“Health and Safe Environmental Coaching”** held on: Nov. 6. 2012.
* **“Fall Protection”** held on: Nov. 6. 2012.
* **“Electrical Safety”** held on: Nov. 6. 2012.
* **“Health & Safety Workshop”** held on: April. 26-27. 2011.
* **“Hostile Environment Security Training”** held on: June 27. 2010.
* **“Adult Cardio Pulmonary Resuscitation (CPR) and First Aid Training’’** held on: May 25. 2009.
* **“Basic Security in the Field – Staff Safety, Health and Welfare”**.
* **“Physical Security Officers Training Course”**.
* **“MS Excel 2000 Level 1”** held on: July 9-11. 2007.
* **“MS Excel 2000 Level 2”** held on: Sep. 18-20. 2007.
* **“Certificate of Appreciation”** by TRW.
* **“Certificate of Appreciation”** by NGMS.
* **“Certificate of Appreciation”** by US Army.

**LANGUAGES:**

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 **Speak Write Read Understand**

ALBANIAN Advanced Advanced Advanced Advanced

SERBIAN Advanced Advanced Advanced Advanced

ENGLISH Advanced Advanced Advanced Advanced

ARABIC Beginner Beginner Beginner Beginner

**COMPUTER SKILLS:**

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* Operating Systems : MS-DOS, Windows all Editions.
* Networks : Windows 2000 Server, Novell Netware.
* Accessories : Word, Excel, PowerPoint, MS Access.
* Software Packages : MS-Office, Adobe Photoshop.

**ADDITIONAL INFO:**

1. Ability to drive manual and automatic vehicle’s shift gear.
2. Posses National/Country Driving license since 1997.

**Personal Details:**

**Name & Surname:** Alban

**DOB:** 18/03/1974

**Gender:** Male

**Country:** Republic of Kosova

**Nationality:** Kosovar

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**OBJECTIVE:**

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Over 18 years’ worked within different Companies/Organizations, in fast-paced environments. Guaranteed customer service excellence and successful project completion. Flexible in shifts and working hours.

An organization that provides me the opportunity to apply my:

► Health, Safe and Security Supervision,

► HR rules and regulations,

► Managerial and Operational decision making,

► To develop professionally, innovative and workable solutions to the problems that might be faced by Organization/Company.

**SUMMARY:**

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***Key Skills:***

■ Sales.

■ Health, Safe and Security Environment.

■ Operations and Logistics (Warehouse, Transportation/Driving).

■ HR/Admin.

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**Major Skills:**

1. ORGANIZATIONAL LEADERSHIP.
2. MANAGEMENT.
3. COLLABORATIVE.
4. INTERPERSONAL ABILITIES.

**REFERENCES:**

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I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.