

REPUBLIKA E SHQIPËRISË
MINISTRIA E FINANCAVE DHE EKONOMISË
MINISTRI

Tiranë, më 18. 6. 2019

Drejtuar: **SEKRETARIT TË PËRGGJITHSHËM**
KUVENDI I SHQIPËRISË
Adresa: “Bulevardi “Dëshmorët e Kombit”, Nr. 4, Tiranë

Duke ju falenderuar për bashkëpunimin.

~~MINISTRI~~

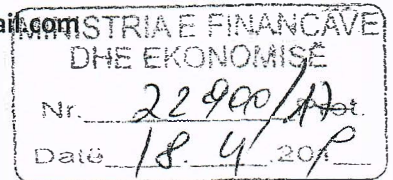
ANILA DENAJ

- Shikimide & Quercetin
- Sucrose & Mannobioside
- Laminaric acid & p-coumaric acid

Re trovare due ragazzi

10.07.15

Alketa Martini
Rruga: Medar Shtylla Pll Kikeve nr 29, Tirane
Mobile +355684048075/Email:alketamartini2@gmail.com



Tiranë më 17 Prill 2019

Drejtuar: **MINISTRIA E FINANCËVE DHE EKONOMISË**

KËRKESË

Të nderuar zotërinj,

Duke ju referuar njoftimit për vend të lire pune, publikuar në websitin tuaj në datën 28.12.2018, ju paraqes kërkesën time për aplikim në pozicionin e Anetar Bordi te Autoritetit Mbikqyres Financiar ne Funksionin e Nendrejtorit Ekzekutiv te Autoriteti.

Zotëroj një eksperiencë 22 vjecare në Sistemin Bankar Shqiptar, nga të cilat 11 vitet e fundit si Drejtor Dege, ne disa banka te ketij sistemi.

Eksperienza ime është fokusuar kryesisht në Drejtimin dhe Menazhimin e Filialeve ne perputhje me Procedurat dhe normativat e vendosura nga Bankat Respektive sipas legjislacionit te Banka e Shqiperise..

Nisur nga sa më lart mendoj që përmbush kërkesat për pozicionin e Anetar Bordi te Autoritetit Mbikqyres Financiar ne Funksionin e Nendrejtorit Ekzekutiv te Autoriteti të listuara në njoftimin tuaj.

Jeni të lutur të gjeni bashkëngjitur dokumenacionin e kërkuar për këtë aplikim:

Duke shpresuar në një përgjigje pozitive nga ana juaj,

Me respekt,

Alketa Martini



Alketa Martini

Date of birth: 30th of Nov 1972

Mobile: +355 684048075

Email: alketamartini2@gmail.com

Address: Rr Medar shtylla pli kikeve nr.29 , Tirana, Albania

WORK EXPERIENCE

EMPLOYER: Union Bank Albania

www.unionbanka.al

Period: 01.02.2019 – 31.03.2019

Position: Branch Manager Kamez

Division: Branch Network

Reporting Line: Direct report to Network Director

Description: Main duties and responsibilities

- Organization of the branch and support of the branch staff in reaching annual budgets and objectives
- Identifying and marketing to the new customers
- Preparing the credit practice documents and financial analyses
- supervision of all operational transaction of the branch

EMPLOYER: VENETO BANKA

GRUPPO VENETO BANKA

**FORMER BANCA ITALIANA DI SVILUPPO
BIS BANCA, NOW VENETO BANKA SH.A**

www.venetobanka.al

Period: 01.02.2019 – 01.01.2018

Position: Branch Manager Tirana2

Division: Branch Network

Reporting Line: Direct report to Network Director

Description: Main duties and responsibilities

- Organization of the branch and support of the branch staff in reaching annual budgets and objectives
- Identifying and marketing to the new customers
- Preparing the credit practice documents and financial analyses
- supervision of all operational transaction of the branch

Period: 01 January 2018 – 19 October 2018

Position: Branch Auditor Specialist

Division: Internal Audit

Reporting Line: Direct report to Head Of Internal Audit

Description: Main duties and responsibilities

Internal Audit of Branch Operations and Documentation.

Period: May2016 – 01.01.2018
Position: Branch Manager Tirana2
Division: Branch Network
Reporting Line: Direct report to Network Director
Description: Main duties and responsibilities

- Organization of the branch and support of the branch staff in reaching annual budgets and objectives
- Identifying and marketing to the new customers
- Preparing the credit practice documents and financial analyses
- supervision of all operational transaction of the branch

Period: NOV 2012 - April 2016
Position: Branch Manager Tirana1
Division: Branch Network
Reporting Line: Direct report to Network Director
Description: Main duties and responsibilities

- Organization of the branch and support of the branch staff in reaching annual budgets and objectives
- Identifying and marketing to the new customers
- Preparing the credit practice documents and financial analyses
- supervision of all operational transaction of the branch

Period: 01 April 2010 – Nov 2012
Position: Branch Manager Tirana3
Division: Branch Network
Reporting Line: Direct report to Vice General Director
Description: Main duties and responsibilities

- Organization of the branch and support of the Branch Manager
- Identifying and marketing to the new customers
- Preparing the credit practice documents and financial analyses
- Supervision of all operational transaction of the branch

Period: October 2008 – 01 April 2010
Position: Branch Manager Tirana2
Division: Branch Network
Reporting Line: Direct report to Network Director
Description: Main duties and responsibilities

- Organization of the branch and support of the branch staff in reaching annual budgets and objectives
- Identifying and marketing to the new customers
- Preparing the credit practice documents and financial analyses
- supervision of all operational transaction of the branch

EMPLOYER: Mix Tecnic Sha

Period: 2004– 30.11.2011
Position: Financial Consultant
Reporting Line: Direct report to General Director

EMPLOYER: **INTESA** 
ALBANIA, **SANPAOLO**

FORMER Banka Italo Shqiptare AMERICAN BANK OF
NOW INTESA SAN PAOLO
www.intesasanpaolobank.al

Period: Nov 1996- October 2008
Position: SME Sales Advisor/departement of payment /

Division: Department of payments Nov 1996-2001
Reporting Line: Head of Department of payments
Description: Main duties and responsibilities

- Manage and administrate transfer payment, cheques,
- L/C ,Letter of guaranty.
- Collection

Period: January 2001 -April 2006
Position: Banking Retail Advisor
Division: Retail Division
Reporting Line: Head of Retail
Description: Main duties and responsibilities

- Preparing list of customers, identifying the potential customers for direct sales
- Making the phone call and fixing personal appointment
- Offering debit/ credit cards, e-banking service, overdraft-Bills, and other bank products
- Signing the contracts with the clients

Period: April 2006 –April 2008
Position: Banking Advisor VIP
Division: VIP department
Reporting Line: Head of VIP Department
Description: Main duties and responsibilities

- Taking care of the banking relations with the customers
- Administration and reporting
- Phone contacting the customers for appointments and direct sales.

EMPLOYER: Nacional Television of Albania

Period: November 1993 – October 1996
Position: Account Operator
Division: Accountability department
Reporting Line: Head of Department
Description: Main duties and responsibilities

- direct sales to customers
- Taking care of cash transactions
- Internal transfer through bank accounts
- Paying different bills as Tax payments, Custom, Utilities, Municipality

EDUCATION

- 1995 Degree in Business Administration Economy, University of economy Tirana, Albania
- 1991 High School Degree at "Ismail Qemali ", at High School, Tirane

FOREIGN LANGUAGES

- **English** - C1, Advanced Operational Proficiency
- **Italian** - A1, Very Good level
- **Albanian** - Mother tongue

COMPUTER SKILLS

- Advanced proficiency in using Microsoft Windows, Word, Excel, power point, Internet etc
- Advanced knowledge on Banking system Flexcube (Administration and Maintenance of customers)
- Advanced knowledge on Banking system BOS / Banking Operating System (Administration and Maintenance of customers)

ORGANIZATIONAL SKILLS AND COMPETENCES

- Very strong soft skills in maintaining good relations with customers,
- prioritise activities and interventions,
- organizing and planning,
- managing people and activities,
- influence peers in order to achieve common objectives

SOCIAL SKILLS AND COMPETENCES

- Empathy and communication,
- Influencing and motivation,
- coaching and negotiation,
- team work, and results oriented,
- Decision making and problem solving, etc.

Tiranë më 17 Prill 2019

Vete Deklarim Per Mosangazhim ne Funksione Drejtuese Partiake

Deklaruesi: Alketa Martini

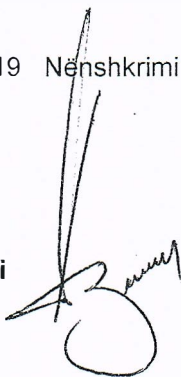
Unë, Alketa Agim Martini e datelindjes 30.11.1972, që po paraqes aplikimin tim për pozicionin e Anetar Bordi te Autoritetit te Mbikqyrjes Financiare ne funksionin e Nendrejtorit Ekzekutiv te Autoritetit , deklaroj se nuk jam i angazhuar ne funksione drejtuese partiake.

Kjo deklaratë është hartuar me të dhënat në ditën e deklarimit.

Datë 17.04.2019 Nënshkrimi

Me respekt,

Alketa Martini

A handwritten signature in black ink, consisting of a stylized 'A' followed by a large loop and a small flourish.

Tiranë më 17 Prill 2019

Vetedeklarim mbi Konfliktin e interesit

Deklaruesi: Alketa Martini

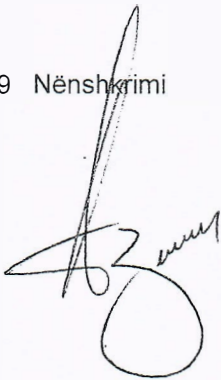
Unë, Alketa Agim Martini e datelindjes 30.11.1972, që po paraqes aplikimin tim për pozicionin e Anetar Bordi te Autoritetit te Mbikqyrjes Financiare ne funksionin e Nendrejtorit Ekzekutiv te Autoritetit , deklaroj se nuk jam në kushtet e konfliktit të interesit që parashikon Ligji Nr. 9367, datë 7.4.2005 "Për parandalimin e konfliktit të interesave në ushtrimin e funksioneve publike", i ndryshuar, dhe legjisllacioni në fuqi, për të ushtruar detyrën pranë ketij Institucioni.

Kjo deklaratë është hartuar me të dhënat në ditën e deklarimit.

Datë 17.04.2019 Nënshkrimi

Me respekt,

Alketa Martini

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a circular flourish and some smaller, less distinct strokes.

REPUBLIKA E SHQIPËRISE
DEGA TIRANE
Nr 124 Rep.

PULLE TARIFE



VERTETIMI I NJESISE ME ORIGINALIN

Sot, me date 18/04/2019 (dymijë e nëntëmbëdhjetë), para meje Noteres **Dhurata M Vardhami**, anëtare e Dhomës së Noterisë Tiranë, me seli në Tiranë, në adresën: Rruga "Sami Frashëri, u paraqit personalisht:

Alketa MARTINI, madhore dhe me zotësi të plotë për të vepruar e njohur personalisht prej meje, e cila kërkoi vërtetimin e fotokopjes me origjinalin të dokumentit:

Documenti profesional dhe kualifikues të Alketa Martini

Nga verifikimi dhe krahasimi vërtetohet njësia është kopje e njëjtë me dokumentin origjinal. Vërtetimi u bë në bazë të të Ligjit Nr. 110, date 20.12.2018 "Për Noterinë".

NOTERE

Dhurata M Vardhami

