

Kushtrim Shehu

SUMMARY OF QUALIFICATIONS

- Extensive experience in streamlining finance and human resource processes and protocols.
- Over fifteen years' experience working with international and local organizations.
- Team player with excellent interpersonal, networking and communication skills.
- Focused, organized and self-motivated. Proven capacity to adapt to and work within a variety of cultural contexts.

PROFESSIONAL EXPERIENCE

January 2017 – March 2019

NDI - Liberia

Resident Senior Finance and Administration Manager

- Manages all financial, administrative and logical operations for the NDI Liberia office
- Supervises all accounting and administration personnel
- Advises the Resident Director about all related local legislation on labor, taxes, finances, pensions
- Monitors field expenses for all NDI Liberia programs including two multi-million dollar, USAID-funded programs, in coordination with NDI Washington
- Plans and implements activities in full cooperation with program staff
- Liaises with Washington, DC office staff to ensure compliance with U.S. government financial and program reporting requirements
- Oversees the implementation and disbursement of subgrants to local organizations
- Provides guidance on matters of human resources
- Serve as a point of contact for security issues for NDI Liberia

March 2006 - December 2016

NDI - Kosovo

Director of Finance and Administration

- Overseeing all aspects of accounting for the NDI office in Kosovo
- Advise the Resident Director about all related local legislation on labor, taxes, finances, pensions
- Monitoring field expenses for a multi-million dollar, USAID-funded program in coordination with NDI Washington
- Acting as first point of contact for security issues
- Drafting, reviewing, and revising NDI Kosovo's security and evacuation plan, financial procedures manual, and human resources policy in cooperation with NDI's Resident Director and Washington Office
- Planning and implementing activities in full cooperation with program staff
- Oversee all logistics and administration.
- Serving as NDI's chief contact during USAID's comprehensive financial reviews in 2003 and 2006 and an audit by Kosovo authorities in 2006

September 2014 and September 2015

NDI Syria – Gaziantep, Turkey

Subgrant Management Trainer to local partners – SYCAC, RM Team and PDC

- Training on Subgrant Management: Subgrant Agreement, Payment Mechanism, Amendments/Modifications, Grant close, Financial Reporting to NDI, Supporting Documents
- Training and coaching on Financial Management: Accounting Standards, Procurement and Equipment, Bank Accounts, Procedures for Safeguarding Cash, Procedures for Advances, Travel and Per Diem, Personnel and Payroll

October 2011 – January 2012

NDI Sudan - Khartoum

Finance and Administrative Manager – Short term

- Planning, implementing and monitoring the NDI Sudan office close out procedures, insuring the compliance with local law, donor's requirement and NDI procedures
- Managing all aspects of Accounting, Human Resource and Logistics of NDI Sudan office in Khartoum.

September 2000 – March 2006

NDI Kosovo

Office Manager

- Prepared monthly financial reconciliation reports
- Shared responsibilities for human resources with Resident Director.
- Worked with program staff in coordinating effectively activities
- Ensured compliance with U.S. Government financial procedures
- Responsible for the general office operations, including management of NDI's vehicle fleet.
- Established financial procedure for the NDI office in Kosovo.

Oct. 1999 – Sept. 2000

Dutch Relief&Rehabilitatrion Agency/DRA-

Prishtine, Kosovo

Office Administrator

- Managed administrative and logistical issues;
- Responsible for accounting and budget trucking of 12 million DM project;

Jan. 1999- Mar. 1999

Security Officer

OSCE-Prishtine

- Member of the team responsible for the security of OSCE HC;
- Supported guards in implementing their duties;

VOLUNTEER EXPERIENCE

- Three months in the refugee camp in Norway I worked as a representative, interpreter in refugee camp, organized different activities in the camp.

EDUCATION

- Bachelor Degree on Economics – University of Prishtina
- Project Management Fundamentals at Project Management Institute / PMI

LANGUAGES

Albanian- native, Serbo-Croatian – Speaking and writing fluently, English-Speaking and writing fluently

SKILLS AND ABILITIES

Advanced user of Word Processors, Spreadsheets and Internet Software. Ability to maintain correspondence and prepare required reports in proper format and language. Ability to prioritize, organize and plan. Adaptable to changing conditions and deadlines. Ability to work flexibly in a team environment, and carry out assignments to completion. Willing to work in multicultural environment. Good will to work overtime and travel.

REFERENCES

Alexander Chavarria – Senior Resident Director –NDI Kosovo achavarria@ndi.org

Laura Nichols – Senior resident Director –NDI Armenia lnichols@ndi.org

Gemima Neves Barlow – NDI Program Director Anglophone West Africa gbarlow@ndi.org

