

PERSONAL INFORMATION

Fam. Name: Vedat Bobby
Rest Name: Batatina
Roster No: 519343

Sex: Male
Civil Status: Single

Nationality: KOS KOS
Date of Birth: 10/03/1977
Date of Avail: 05/10/2011

ADDRESSES

Address: Str Abraham Femhiu-18
(current) Kosovo
10000 Pristina Rks
Kosovo

Phone: +381(38)20030331
Mobile: +386(49)888133

Email: bobby.batatina@hotmail.com
Note: Str Luan Haradina road. □□ Gov Ministry of Public Administr

Address: Nexhat Batatina
(emerg.) Str Abraham -Fehmiu-18
10000 Pristina Rks
Kosovo

Phone: +386(49)860021
Mobile: +386(49)504397

Email: nexhatbatatina@hotmail.com

CORRESPONDENCE EMAIL: bobby.batatina@hotmail.com

REFERENCES

Address: Emanuel Tangbaoan
Sudan
Manila Philip
Philippines

Email: tangbaoan@un.org
Note: SUDAN MISSION

Address: Robert Mcleod
Canda
Quebec Canada
Canada

Email: mcleodr@un.org
Note: Robert Mcleod UN.mission Sudan

Address: Franck Boulin
France
Paris France
France

Phone: 381)-38504-604 ext.8910

Email: boulin@un.org
Note: Frank Bouling

CONTACT PRESENT EMPLOYER:

LANGUAGE SKILLS

Albanian (mother tongue)
Macedonian (good)

English (fluent)

Serbian (fluent)

EDUCATION AND TRAINING

Dates: Institution/Place:
1998/12 - University of Cambridge of London
2000/12 London
1992/09 - Ecrem Cabej:High School
1996/09 Pristina
1984/09 - Secondary School
1992/09 Pristina/Kosovo

Area of Study:
Bachelor of Art (Foreign Language)
Filologie -Basachelor of Art
General subjectives

Degree Obtained:
Certificate-Grade C
Diploma of High school
Certficated Obtained youth

WORK EXPERIENCE

<u>Dates:</u>	<u>Establishment/Place:</u>	<u>Functional Title/Description Of Work:</u>
2007/11 2008/11	UNMIK/PISG/KOSOVO KOSOVO/UNMIK	ADMINISTRATOR Manager Administration and Administrator base data> 2007-2010,Continued .Minsitry of Public Administration at Kosovo centre. -□ Strategic planning for multi-cultural projects-different field of works -□ Coordinations and management of the out sorcing companies of Security and Cleaning -□ Held data for each person monitored at coming at morning and finish hours every day. -□ Accept work request for protocol and given for approved to head director for job require from other department such maintenance,refurbishment,electrical,water supply materials supply renovations and difrent type work.paint and fixing manhole pipes.and team organiser for field area depend ministry area as require work to be done under menagemt MPA. -□ Coordinations and management of the contracts activities of the outsocring companies responsible for the catering and parking at Gov ministries area included prepare entrance pass. -□
2004/10 2006/11	UNMIK UNMIK/KOSOVO	Administrator Administrator Head at UNMIK Gov Building 2004-2005,2006-Continue... -□ Monitoring and Renovations big tower 18 floors as named before Rilindja tower: -□ Full prepare and translated paper and hand over to deal Gov UNMIK and Contractor to prepare renovation tower and prepare for clean up from the old rubish.as haven't been used for several years. -□ Container prepare for locals and international working together. -□ Coordinating team with UNMIK and Gov locals for renovations and Maintenance team atcontainer where official was handling new loyalty and forming new minstries such ministry of justice withing international rules uder UN-as monitoring team . -□ Held meetings with in ternational and translations to those whom not spoken English and other language too.try to getting better managment and following rules .
2003/10 2004/11	UNMIK UNMIK/KOSOVO	Language Assistant Administrator Head at UNMIK Gov Building . 2003-2004,2006 -□ 1ST time former Government function at 2003 December main centre of Gov area at Kosovo -□ Care for new renovations and refurbishments from old office to renovate new ones. -□ Law and Rules under United Nations was presented at desk area speech translator ar Gov area. -□ Office devide for president area were renovated into brand new . -□ Program maintenance and security care for Gov Building withing Internationa and Local Police -□ Supplies and material for multi-local range communities at Kosovo . -□ Renovation main hall assembly at spoken speech fron house team -□ Full prepare security with camera and special unit team care for VIP former into Gov. -□ Full maintenance for wash and maintenance equipments team into renovation cleaning and general monitor work by contractor to.maintainance are. -□ Full Monitoring work from UN-gov locals to contractor prepare and renew things weekly depend gov program .
2001/11 2001/11	UNMIK Kosovo/UNMIK	Database Clerk During UNMIK created Institions of 1st Administration on Kosovo based PISG/1st Gov Administration under UN,without any Government of Kosovo,Province. My duty were . Meeting Patricipate within local and linternational. Meeting with Contrator. Meeting with Staff Refurbishment old building and renovation from after war the building were belong to gov.zone. Demonstration work on field are withing projects. Supervising the works. Keeping Database of the daily work and monthly work. Database for contractor . Finalise projects of the renovation.

WORK EXPERIENCE

<u>Dates:</u>	<u>Establishment/Place:</u>	<u>Functional Title/Description Of Work:</u>
2001/01	Sind International Danish Ngo	Interpreter Database Clerk
2002/01	Kosovo/Pristina	During the 2001 i mention the my volunteer work within Ngo Danish included within KFOR-Nato,Team we shelter people without houses and we did also give medicare peoples on need usually peoples who were traumatised during the period of the war on Kosovo,However we did very good care for each patient and we recently have shelter Organisation for those in need who does not have any house. We were in touch within "Handikos "which were also in under the organisation i work.which we use to care and bought wheelchair for the handicaps who not may step on they're feet we supply with food shelter and we did organise meeting with them and associate them withing other people together and donation were specially on good need for Handicos"children and adults Organisation were arrived big suceed on this aids we done we visist to each member of family who were under care of Ngo.

MOTIVATION STATEMENT: I would like to utilize my administrative skills for the proper running of your organization. The years of experience in the field has helped me in enhancing my managerial skills. The expertise that I possess in this.

DRIVING LICENSE: No

COMPUTER EXPERIENCE: Art &Graphics Microsoft Excel
Adobe Photoshop Access 1,Outlook Microsoft front page
Corel Draw Paint program
Microsoft powepoint
Microsoft word

VOLUNTEER EXPERIENCE: Sind and Handicos international aided from Denmark to Kosovo 2000-2001 December 2001-present:
Main Organiser team coordinator and Interpreter at Handicos

-□ Care for handicap people at wheelchair

TEACHING/TRAINING EXP.: I were training since 2003 -2006 in hadware computers software desktop area and in maintenance of desktop/IT netowrks conections.Outlook.Excel,Word.Power point.pain programe designed.text.etc.