



CURRICULUM VITAE

Personal details:

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Nationality	Kosovo-Balkan area (Born in Kosovo) capital.
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Marital-status-	Single
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Profile:

My career has led me to specialize increasingly in the management of complex multi-cultural projects and their staff at international levels. I have experience in strategic forward-planning operating with tight Administration and financial disciplines imposed ambitious which I have helped to plan: Methodical administration to deadlines not to spoke to crisis management where necessary)and the application of modern leadership methods through staff motivation and involvement in both decision -making and target-settings ,clarity in communication,and easy personal inter-relations.Me own cosmopolitan background and analytical intrest in other culture ,together with command of several European languages ,have left me confident in handling negotiation that require the reconciliation of diffrent national approaches to otherwise common problems.

Utilities sector logistics facilities, maintenance buildings,technical contracts, design, planning, coordination, finance, administration, policy and standard.Departments of Management Services and Engineering buildings/Ministry of Public Services.

DBMS.(Division of Build Managment Service) collate and carried engineering service and management facilities for the Kosovo government to all issues related to infrastructure, property and facilities, departments,plan and spatial,supervision of facilities and resources coordinate stories technical ownership maintains, manages and advises, in.engeenering projects and contracts/procurement materials /logistics / management carpark,manages office space for maintain facilities and service coordination and advises and in service,of generator electrical supply,procurment,is responsible for all systems in engeering area/planning /financial/management/ training /operation works /logistics to more than 30/government buildings,or wherever they are /looking conditions of building to take over for maintain. the property public services /operating system for more than 30 governance buildings are located to which about government workers in 3000 to more than 40,000 sq m area. Working experience about 10 years now.

Responsible for:

Providing technical procedures and control processes in service management information/administration, financial/help,section office holder performs the following tasks.

Preparation:

Maintain administrative documents, files and stories. Working computer systems,included. Mail electronics /internet/data on computer systems,government buildings/information on the management of buildings and forward orders coordinate.Jobs,design processes work withing engeering.per planning and management division of the space/utilities performs/financial.

information/administrative,information on staff/working maintenance/information on working hours and manage diffrent material.Monitor works and undertake administrative duties in addition to delegated organisation into training, procedures finance.procurment budget and other issues,information area included inside department and in dealing with other departments sectors.

Holds data on the control of administration, finance,monitoring equipments of stores,personnel issues and assisting in preparation procedures and work in their supervision.

Assists in preparation of working documents for sectors:

Coordinate with the other manager in and makes recommendations and changing work processes to make adminsitration department with more efects activities.

Assists in search of data on safety Issues. finances,in implementing the Regulation and directives various sector working. Regulates the dealing in an emergency an cooperation with different sectors of the labor and administrative cases in the evacuation or other things Has right to engage in cases, humanitarian crisis, in political and administrative issues by working to the highest political levels and strategies in government and other competent bodies

Administrators have the right to work through various missions, and works to suit missions different substances in the world in various policies such as mission United Nations

Humanitarian Crisis in any military units and battalions of different administrative profiles and others.i do have the right to participate voluntarily in the military missions throughout the countries which are part of the conflict with the crisis.

kills Base

• Familiarity with both artistic and the commercial worlds of the culture ,of the Government ,and European regulations.
• Tested in managment techniques in both continental and british contexts
• Prove leadership and human menagment skills
• Budget design and monitoring
• Rapid adapted to new problem –solving and new locations
• Time –efficient ,systematic working methodology
• Languages:Albanian Serbian,Macedonian English,Bulgarian
• IT:Word Excel,Windows,Acess1 Outlook,Microsoft software 2000.NT and Windows 2003-2007.
• Clean Driving License

Computer Skills

Computer Skills	Spreadsheet	Webpage design
Art &Graphics	Microsoft Excel	Html.DHTML
Adobe Photoshop	Acess 1,Outlook	Microsoft front page
Corel Draw	Paint program	Word wepgage creator
Desktop Publishing	Operating system	Microsoft exchange server
Microsoft Publisher	Window'xp 2000.2003,20007 Vista	Microsoft Sql Server
Microsoft powepoint	Download progmrnam ,Installing	checkpoint firewall
Microsoft word	Formatting Pc,Microsft visual basic net.	Tcp/IP,WAN.wide are network

Fotocopy,Telefax.typewriter maschine prints and other equipments.

Professional Career:

Co Head interpreter and Supervisor at Republic Of Ireland –Co Childara Eire Town,County in Ireland May 1998-2000

• Coordination and managment in the military shelter for refugees Kosovar and Bosniac at Center area.
• Coordination and managment at information desk and call centre team.
• Coordination and managment in supervision at barrack maintenance team.
• Security care and coordination with security centre at military barrack for protect refugees .
• Coordination on team withing cloth supply and food supply daily supply
• Coordination with church with week activity in field area and charity humanity for refugees aid program.

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
• Aid for handiicap people and mental people at both of the SIND Ngo Government of Denmark to Kosovo.
• Management and Coordination team for supply with medication and wheel chair food and care health condition are at every person at SIND to whom they;were patient at this NGO.
• Visiting home handicap people and give them aid and supply medicare and medicare control ar doctor.
• Response translation general people and handicap care to those with mentality and those in wheel chair.
• Organise weekly and day activities for make them better feel and field organiser by bus of Ngo to the park area and high care and supply for patient under care of NGO.

Database Clerk at United Nations former the Ministry of Public Services under UNITED NATIONS at Kosovo. 2001 -2002

• Coordination managment at the Engineering area at UNMIK.
• Coordination centre at Unmik area staff registration daily work
• Translation oral and techniques and writing working documents at UNMIK computer skills and managment counted to relations working at Build Management service and supplies at UN-system
• Visitor pass monitor and translation at meeting to working device area at Gov Ministry former team staff during the 1 st time formed under United Nations rules the ministry of rules and coordination centre one of the 1 st Gov ministries under United Nations with International rules and resolutions 12/44 at the beign year.
• Administration organiser and team supervisor work daily field area written prescription of daily work and monitor daily work paper reportage.

Administrative Consultant and at UNMIK- 2003 -2004

- *Management care and paper view and describe duty work daily one.*
- *Strategy plan for multi-cultural projects .*
- *Administration held and monitor and written at pc database of each day working .*
- *Supervise and check warehouse materials and stock monitoring and speech held at meeting.*
- *Staff contract prepare and Id prepare for staff and programmer staff data monitoring daily work and weekly work and month work.*
- *Strategy field area data and monitoring field area wher as belong menagment and structural prepare new building renovations and supply materials for new refurbishments under UN supervise the buildings took over for renew menagment and functions ministries in future.*

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 .*

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 at container 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 .*
- *Daily speech work and monitor tower refurbishment and capacity of work team organised by contractor as on deal with contract for refurbisgmt with locals and International.*
- *Staff adminstrations monitor entrance and out into field area and inside area .*
- *Coordination of the managment and reponsible for the building mangagment.*

Manager Administrations and Administrator base data >2006-2008...

- *List programmer daily ones;Staff monitored at work area.*
- *Staff monitored at field areas arrange field area to supervise a difrent ministry under control of BMS ,Build Management Servive at Public Services .*
- *Staff prepare contracts and follow weekly report and menagment supervise to the area the work withing supervise contractor under gov.minsitry rules.*
- *Programming daily work maintenance staff relations to work,supervise and daily or weekly respond reportage of working process going on.*
- *Administration following:duty;s protocol;paper reviw and accept from difrent departments following duty;s as supervise contractor to main centre working building inside and outside building.*
- *Procedure following works to locals staff and international staff presenting reports afford according to work done weekly and monthly*
- *Staff monitored at coming at work,paper request tooking for client to protocol managment require from other department withing relationship with MPA –organise team to work done mainatenance or divide wall office or refurbishment into new office or other works need to be done.*
- *Follow up contractor of the maintenance ,contractor to report every morning at meeting room as it response for maintenance and other refurbishment work with monitored work under local staff*
- *Preparing plan team for work and limited works and longer works as procedure requires.*

Manager Administration and Administrator base data> 2006-2008,Continued .Minsitry of Public Administration at Kosovo centre.

• <i>Strategic planning for multi-cultural projects-different field of works</i>
• <i>Coordinations and management of the out sorcing companies of Security and Cleaning</i>
• <i>Held data for each person monitored at coming at morning and finish hours every day.</i>
• <i>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.</i>
• <i>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.</i>
• <i>Planing and deffinate of requisite profiles for diffrent department ,from productions of maintenance to marketing progam .</i>
• <i>Management supervise daily and report weekly of the works done at inside building and outside building.</i>
• <i>Following administrative work prepare task work spreading working papers to chief of sections of divided sections departments include d engineering ,maintenance.spatial plan.Energy section.and Engine-electrical sections deal with aircon and engine fixer such motors pumps .</i>
• <i>Oil for heater supply and electrical general job monitor..</i>

Personal Background:

• <i>My native language is Albanian</i>
• <i>Other Languages spoke are:</i>
• <i>English- (A) Spoken Fluently -Written (A)Fluently Reading (A)</i>
• <i>Serbian-(A)Spoken Very well(B)Written (B) Reading (A)</i>
• <i>Macedonian Spoken (C) Written (C) Reading (B)</i>
• <i>Driving Licence: A.B.</i>

Education:

Cambridge -Colledge -London UK-Branch Ireland English Language 1999-2000 Grade -A- Professional.-Certificate-
University of Pristina -Filologies -Branch of Languages -Certificate 2003 -2005-Grade 8,5
High School Pristina "Eqrem Qabej"Main Study Foreign Language.English 1992-1996 Diploma.
Private School -"Aftesimi"Special Training 2001 -1-year in Building Construction in Pristina-Diploma-
Secondary school"Pristina "Zenel Hajdini" General item subjects 1984-1992-Certificate.

TRAINING AT VARIOUS:

• 2003-2005 -Windows training IT Information Windows Xp,Word,Excel.outlook.Powerpoint access1 Microsoft front page.etc
• 2006-December -International Seminar Held by United Nations in Albania and Kosovo for peace authorised at Balkan new stability region withing Universal Peace Federation.
• 2008-2009,New Reform Administration by EU standard will be in use and practice and law function and Minsitry Gov Public Administration Kosovo included by EU-standard 2010-2015.
• 2008-2009 December ,New reform tax Administration pay fees and business taxes and new law effective at new tax administraction at Kosovo by 2010-2013
• Tax Administration from December 2009 included fee-pay bussiness tax opened new business and include hot to pay and earn benefit taxes from bussines earning.

Professional and Personal Reference

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