

## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s) **Liliana Dango Gjokutaj**  
 Address(es) Str."Fortuzi", pall.22/14- Tirana/Albania  
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 E-mail lilianadango@gmail.com  
 Nationality Albanian  
 Date of birth 14.07.1959  
 Gender Female

### Desired employment / Occupational field

**Finance**

### Work experience

Dates	July 2007- until now
Occupation or position held	Executive Director
Main activities and responsibilities	Responsible for overall planning, administration, and implementation of the Association's programs in Albania .Represent the NCCS at national and international forums. Provide project management and coordination of specific activities; Provide technical assistance in areas of basic research, training, policy and advocacy; -Responsible for proposal writing and reporting; -Responsible for hiring and supervising a staff of 4 persons of the organisation; -Perform periodical evaluation of staff performance; -Responsible for program's financial sustainability and resource mobilization on behalf of the organisation; -Perform advocacy actions pertinent to the Association's mission and objectives.- Responsible for fundraising activities and keeping contacts with donor agencies.
Name and address of employer	National Centre for Community Services "Isa Boletini", planet X building, Tirana/Albania
Type of business or sector	NPO
Dates	September 2001- July 2007
Occupation or position held	Finance Officer
Main activities and responsibilities	Responsible for setting up and maintaining project financial management systems, account journals, the voucher system, and account files. Responsible for systematic and periodic review of Organization's cost to determine if program, service delivery and operational expenditures are being made in an efficient and effective manner. Maintains all bank and cash accounts. Prepares budgets, routine financial reports, trial balance, and general ledgers for Partners-Albania and USAID. Prepares staff salaries and compensation payment. As part of the \$1.25 USAID-funded Democracy and Governance in Albania program, tracks subgrant disbursements and financial reporting and oversee sub grant auditing. Also for this program provides technical assistant and training in financial management, accountability, and financial reporting to different municipalities, sub grantees and monitors the cash disbursement and financial expenditures of grantees. Assists sub grantees in budget drafting, reviewing final budgets of approved projects and coordinates and conducts financial management\cash management and compliance training for sub grantees

Name and address of employer	Partners for Democratic Change- Tirana/Albania
Type of business or sector	NPO
Dates	September 2000-September 2001
Occupation or position held	SSRP/A Finance Officer of Local NGO Grants
Main activities and responsibilities	Responsible to monitor monthly financial reports and conducted regular monitoring visits for the organization funded by Albanian Social Sector Rehabilitation and Support Program (SSRP/A) awarded by USAID to MCI under a Cooperative Agreement The Program is designed to build upon and strengthen local NGOs to respond to priority health and education sector needs in the areas of rehabilitation and services. Ensured supporting documentation was complete and accurate and maintained proper records of financial transactions for local NGOs in a total annual funding of USD500, 000 including coordinated and conducted financial management/cash management and compliance trainings for sub grantees. Also provided technical assistance to grantees to assist with financial planning and capacity building. Collaborated with SSRP/A team members, including the grants compliance manager on the program implementation plan.
Name and address of employer	Mercy Corps
Type of business or sector	International NPO
Dates	February 1998-September 2000
Occupation or position held	Financial Officer
Main activities and responsibilities	Established and maintained project financial management systems and bank and cash accounts. Prepared budgets, financial reports, trial balances and general ledger for ORT/home office and USAID for program of a total amount of USD 2,6 million Democracy Network's Project Management Unit (PMU). This program was designed to strengthen the community of public policy-oriented non-governmental organizations in Albania Tracked and prepared staff salary and compensation as well as sub grant disbursements. Oversaw sub grant auditing and provided sub grantees with technical assistance pertaining to financial management, accountability, and financial reporting. Assisted sub grantees with budget drafting and reviewing final budgets of approved projects. Monitored the cash disbursement and financial expenditures of grantees and the local office.
Name and address of employer	ORT/USAID Albanian Democracy Network Program
Type of business or sector	NPO
Dates	April 1996-January 1998
Occupation or position held	Program Accountant
Main activities and responsibilities	Maintained records of all program financial transactions and kept records of program assets and stocks. Also maintained records on income, expenditures, cash flow forecasts and staff payroll. Monitored and maintained all financial statements from centers in Malesia, Madhe, and Lushnja.
Name and address of employer	The Catholic Fund for Overseas Development- Tirana
Type of business or sector	
Dates	March 1989-July 1996
Occupation or position held	Director of Finance,
Main activities and responsibilities	Composed reports, analyses, and financial statements for the organization. Prepared budgets and monitored all financial activities according to the budget. Analyzed quarterly and annual financial activity balance. Also organized employees' schedule of social security and income taxes, payments of office utilities, monthly dues, and other related office expenses and facilitated remittances among the state and individuals
Name and address of employer	Institute of Folk Culture
Type of business or sector	Public Insitution
Dates	October 1984-February 1986
Occupation or position held	Cost Production Analyst

Main activities and responsibilities	Prepared and monitored production costs according to construction and raw materials prices. Supported finance office with dates according to monthly analysis cost of production																																								
Name and address of employer	Post Telecommunication Enterprise -Tirana																																								
Type of business or sector	Public Institution																																								
<b>Education and training</b>																																									
Dates	September 2003- August 2006																																								
Title of qualification awarded	Professional license																																								
Principal subjects/occupational skills covered	Managerial skills on finance, budget, analyze financial transactions																																								
Name and type of organisation providing education and training	Institution of Chartered Auditors- Tirana, Albania																																								
Level in national or international classification																																									
Dates	01 September 1980 - 25 July 1984																																								
Title of qualification awarded	Economist																																								
Principal subjects/occupational skills covered	Finance, accountability,																																								
Name and type of organisation providing education and training	University of Tirana- Tirana, Albania																																								
Level in national or international classification	Diploma																																								
<b>Personal skills and competences</b>																																									
Mother tongue(s)	Specify mother tongue (if relevant add other mother tongue(s), see instructions)																																								
Other language(s)																																									
Self-assessment <i>European level (*)</i>																																									
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It	C1		C1		C1		C1		C1																																
	(*) <a href="http://europass.cedefop.europa.eu">Common European Framework of Reference for Languages</a>																																								
Organisational skills and competences	Result-oriented; Correct; Accurate; Effective manager of personal resources: time, finance, stress; Effective team-player: active listening, priority setting, consensus building;																																								
Computer skills and competences	Advanced Ms Office User [PowerPoint, Internet Explorer, Publisher, Word, Excel]																																								
Driving licence	Category A																																								
<b>Additional information</b>	Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions)																																								
<b>Annexes</b>	List any items attached. (Remove heading if not relevant, see instructions)																																								