europass

Pamel Peco

Nationality: Albanian **Date of birth:** 23/06/2000 **Gender:** Female **Phone number:** (+355) 0685047679

Email address: Ppeco18@epoka.edu.al **Whatsapp Messenger:** 0685047679

LinkedIn: https://www.linkedin.com/mwlite/in/pamela-peco-80a072182

Home: 1000 Tirane (Albania)

WORK EXPERIENCE

Shop Finance

Gotech Electronics [01/04/2021 – 15/08/2021]

City: Tirane

Country: Albania

- Accurately recording all financial transactions, usually on computer systems.
- Preparing balance sheets.
- Processing invoices
- Preparing monthly, quarterly and annual financial reports
- Inventory

Accounting Specialist

Caprelo [01/12/2021 – Current]

City: Tirana

Country: Albania

- Assists with gathering, preparation of backup, and documents for outstanding invoices.
- Updating A/R information into the accounting system.
- Accurately updates and inputs receipt of payment.
- Assists with aging A/R and provides clients with necessary information (invoices, documents, etc..,) to ensure collection of payments.
- Prepares monthly A/R invoices by printing batch & gathering back up for management approval.
- Enters employee expense reimbursement data into the accounting system to ensure timely refunds.
- Responsible for maintaining, organizing, and continuously updating documentation and information for timely A/P processing - government and corporate.

Expense Management Specialist

Caprelo [01/10/2022 – Current]

City: Tirana

Country: Albania

- Review of transferee expenses reports and accurate and timely processing for payment.
- Accurately enter expense and payroll tax data into accounting and operating system as transactions are processed.
- Review and enter payment for supplier invoices (if applicable) in timely manner
- Assist in client invoicing process
- Assist in client reporting
- Maintain organized transferee files by client.
- Communicate with transferee and/or client
- Participate in special projects as assigned

EDUCATION AND TRAINING

Bachelor in Banking and Finance
Epoka University [16/10/2018 – 07/07/2021]

Address: Tirane (Albania)
Website: https://www.epoka.edu.al/

Intern in Finance
Instituti i Studimeve Politike [15/05/2020 – 15/09/2020]

Address: Tirane (Albania)
Website: https://isp.com.al/

Intern in Finance
ADME SHPK [28/09/2020 – 15/12/2020]

Address: Tirane (Albania)

Finance Assistant Intern
Neptun Shpk [15/01/2021 – 25/03/2021]

Address: Tirane (Albania)
Website: https://www.neptun.al/

LANGUAGE SKILLS

Mother tongue(s): **Albanian**

Other language(s):

English
LISTENING C1 **READING** C1 **WRITING** C1
SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C1

Turkish
LISTENING A2 **READING** A2 **WRITING** A2
SPOKEN PRODUCTION A2 **SPOKEN INTERACTION** A2

German
LISTENING A1 **READING** A1 **WRITING** A1
SPOKEN PRODUCTION A1 **SPOKEN INTERACTION** A1

DIGITAL SKILLS

Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google / Microsoft Dynamics / Microsoft Dynamics (NAV) / Finance 5.0