

ERITON MINXURI

PERSONAL DETAILS

Bulevardi Gjergj Fishta, Rruga Astrit Balluku, Kulla Gora Nr 3, Ap, 25, 1001 TIRANE
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Date of birth: July 1, 1980

Place of birth: ALBANIA

Gender: Male

Nationality: ALBANIAN/AUSTRALIAN

Civil status: Married

EDUCATION

Professional Masters Degree in Finance and Accounting 11/2020 - 03/2022
LOGOS UNIVERSITY, TIRANE, ALBANIA

Bachelor of Business major in Accounting 03/2002 - 11/2005
University of Technology Sydney (UTS), Sydney, AUSTRALIA

Diploma of Business 02/2001 - 02/2002
INSEARCH UTS, SYDNEY, AUSTRALIA

Diploma of Business English 02/1998 - 03/2000
Bournemouth Business School International, Bournemouth, UNITED KINGDOM

EMPLOYMENT

Senior Accountant 03/2020 - Present

The General Directorate of Road Transport Services (DPSHTRR), TIRANE, ALBANIA

Preparation of monthly and end of year financial statements.

Compilation of tax records, sales/purchase books, according to the established deadlines.

Recording into the accounting program mandated

collections, payments and making continuous audits for physical condition and compliance of the cash limit for all cash registers at different sites.

Checking and reflecting the invoice register for the activity it covers such as: vehicle registration, driving license, taxes, fines, etc., according to legal and by-laws in summary.

Reconciling the register of invoices for each employee who is tasked with invoicing the service with cash books and with the bank, as well as authorize payments which are carried out through the bank or the e-albania online system.

Verification of unpaid invoices within the specified deadlines, detailing the necessary clarification for cancellation when needed.

Assistant Accountant 2018 - 2020

Nordeen Shpk, Tirane, ALBANIA

Inputting of Invoices and Expense claims to the ledgers.

Prepared GST, Employee, Superannuation and Income Tax Computation

and advised clients on their Tax Liabilities.

Assisted in the preparation of End of Year financial statements.

Conducting business reviews and analysis of financial performance.

Consulting with clients on business improvement opportunities.

Accounts Officer/Manager

2014 – 2018

Sanabel Suppliers Pty Ltd., SYdney, AUSTRALIA

Managed vendor and client relationships regarding billings or discrepancies, purchase orders, and questions.

Manage weekly vendor accounts, business expenses, and supply orders for over 400 customers

Reviewing of the channels of distribution and make necessary

Organized market and competitor research and alter product and sales policies accordingly.

Contacted customers and suppliers regularly to ensure their continued patronage and ensure satisfaction.

Negotiating sales price and discounts with existing and potential customers and suppliers.

Prepare and distribute payroll for up to 20 employees Reviewed and followed up customer invoices for payment

Responded and resolved all customer financial inquiries, issues and complaints.

Responsible for accounts receivable records, past due accounts. Arranged individual tax returns and supported the preparation of financial statements and corporation tax returns.

Handled accounting transactions including invoicing, accounts receivable/payable and purchasing functions

Manager / Co-Owner

2006 – 2014

Bella Ciao (café/restaurant) Pty Ltd, Sydney, AUSTRALIA

Managed staff recruitment, interviewing, training, performance evaluation. and coordinated employee weekly schedules.

Set budgets and performed regular sale and expense analysis.

Track order and inventory controls regularly to minimize costs.

Created marketing strategies to track existing and new customers.

Handle daily cash records, readings, bank deposits and bookkeeping.

Prepare and distribute payroll for up to 15 employees.

Manage weekly vendor accounts, business expenses, and supply orders.

Prepared financial statements, individual and corporation tax returns.

Sales representative (Part Time)

2002 – 2005

Segaffredo Zanetti Australia Pty Ltd, Sydney, AUSTRALIA

Performed cost-benefit analysis of existing/potential customers to meet their needs.

Established and maintained positive business and customer relationships

Analyzed territory /market's potential, tracked sales and discussed findings to management.

Supply management with reports on customer needs, problems, interests, competitor activities, and potential for new products and services.

Interpreter/Translator

1999 – 2000

British Red Cross, Bournemouth, United Kingdom

Interpreting for the Kosovo refugees dealing with their assigned migration lawyer, social worker and the Home Office.

Facilitated communication between caseworker and asylum seekers by providing interpretation and/or translation services, either by telephone or in person.

Assisted in completing forms as requested.

Helped in a variety of settings including employment, education, government agencies, medical services etc.

Assisted with office work related to interpretation or translation assignments as requested.

SKILLS

Microsoft Office

Detail and task oriented. Multitasking.

COMMUNICATION: Building relations with customers and colleagues.

Thrive under pressure and meeting deadlines.

LANGUAGES

english

italian

albanian

greek

INTERNSHIPS

Accounts Receivable

2005 - 2006

EMAP AUSTRALIA, Sydney, AUSTRALIA

Management of petty cash transactions.

Controlling credit and ensuring debtors pay on time.

Ensuring all payments amounts & records are accurate.

Assisted Senior Accountants with audits.

Assisted in the preparation of quarterly financial reports.

Analyzed documents, clearances, certificates, and approvals from local, state and federal agencies.

Communicated directly with clients regarding invoice/payment discrepancies.

ACHIEVEMENTS

Part of the team assigned to the successful negotiation for the recognition of the Albanian driver's license in neighboring countries (Italy, Greece, Germany), and facilitating the process of traveling and import/export of vehicles between our countries. These negotiations were finalized with the signing of the agreement from all parties in 2021.

TIRANE

