

# Europass Curriculum Vitae



## Personal information

First name / Surname Erjola Bej  
Address Jan Kukuzeli street, Tirana, Albania  
Telephone(s) 0695389104  
E-mail [erjola\\_bej@yahoo.com](mailto:erjola_bej@yahoo.com); [e.bej@unizkm.al](mailto:e.bej@unizkm.al);  
Nationality Albanian  
Date of birth 15/10/1988  
Gender Female

## Work experience

Dates (*from – to*) November 2018- Present, Coordinator of the Faculty of Pharmacy of the Catholic University 'Nostra Signora del Buon Consiglio'

Occupation or position held Coordinator

Main activities and responsibilities Organization of the didactic calendar, publication of didactic plans and the programs of specific disciplines, to contribute to the promotion of the university and to gather all the information necessary for the preparation of the Faculty Budget.

Dates (*from – to*) June 2017- November 2018

Occupation or position held Pharmacist in the Hospital Pharmacy of the Hospital and University Center 'Mother Tereza', Department of Neurology, Neurosurgery, Psychiatry, Allergology, Rheumatology, Dermatology and HIV/AIDS.

Main activities and responsibilities Distribution of the medicines based of the patient's necessity, preparation of the pharmacy budget, managing expired drugs.

Dates (*from – to*) September 2013-May 2017

Occupation or position held Sales agent, Pharmaceutical distribution CFO Pharma

Main activities and responsibilities Selling medicines according to the pharmacy's order, publication of daily offers

Dates (*from – to*) May-July 2012

Occupation or position held Internship, Maccioni Pharmacy, Milan, Italy

Main activities and responsibilities | Dispensation of medicines under surveillance of the pharmacist, organization of daily orders.

**Education and training**

Dates (from – to) | July 2013

Title of qualification awarded | Certificate to certify that Dott. Erjola Bej, graduated in Pharmacy and Industrial Pharmacy, has been awarded grade 332/350, in the State Exam, Milan, Italy; Branch: Pharmacy.

Dates (from – to) | 2007-2013. the Catholic University ‘Nostra Signora del Buon Consiglio’ in collaboration with University of Milan, Italy.

Title of qualification awarded | Master’s Degree in Pharmacy and Industrial Pharmacy

Dates (from – to) | 2003-2007

Title of qualification awarded | Wilson High School of Tirana

**Personal skills and competences**

Mother tongue | Albanian

Other languages

Self-assessment

European level (\*)

**English**

**Italian**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Expert user	C1	Expert user	C1	Expert user	C1	Expert user	C1	Expert user
C1	Expert user	C1	Expert user	C1	Expert user	C1	Expert user	C1	Expert user

(\*) Common European Framework of Reference for Languages

Social skills and competences | Good communication and social skills. Ability to manage projects and meet deadlines. Flexibility and excellent listening skills. Ability to adapt to new environments.

Organisational skills and competences | Ability to manage groups and projects. Give the right priority to activities, work with precision and attention to details.

Computer skills and competences | Microsoft Word, Excel, Power Point, Adobe

Driving licence | B Category

|