



**Kaltrina
Kajtazi**

WORK EXPERIENCE

10/10/2022 – CURRENT

University Teaching Assistant

University of Mitrovica "Isa Boletini" - Faculty of Mechanical and Computer Engineering

09/2021 – 10/2022

Human Resources Specialist

BPB Bank

HR Administration management in daily basis.

Preparing and writing Human Resources policies.

Maintaining employees' database and their required documents.

Preparing employees' contracts.

Managing employees' leaves and their turnover.

Participating in interviews for different levels.

Reporting in regularly basis in regards to employees' turnover reasons.

Performing other duties as required within the department.

10/2018 – 09/2022

Lecturer of HR Management, Organizational Behavior, Digital Marketing and Sustainable Development

Universum College

Lecture planning, preparation and research

Lecture on undergraduate programs (Business Management and Political Sciences) Teaching the Fundamentals of HRM, DM, SB and OB to the students

Checking and assessing students' work Evaluating their performance and grading them.

03/2018 – 12/2018

HR Advisor and Business Solution

EPPC Albania and Kosovo

Continuous visits and simultaneously keeping regular contacts with clients. Meetings with different companies for establishing new collaborations possible.

Writing the notifications for job vacancies, publishing them on job sites provider and promoting the positions in social networks (Facebook and LinkedIn).

Screening CVs of candidates and selecting the best CVs.

Keeping a regular database with candidates and clients of the company Telephone interview and direct interview with candidates for different positions. Submitting weekly reports to clients regarding the employment process.

Submitting evaluation reports with candidates to the clients. Direct search for candidates for internal positions.

Selling training to the clients.

11/2014 – 01/2019

Editor

Lajmi Express

Preparing, rewriting and editing to improve news-readability or oversight of others who do this work. Improved writing by correcting spelling, punctuation and syntax errors.

Planning content of publications according to publication ethics, editorial policies and publication requirements. Verify facts, dates and statistics using standard reference sources.

Develop events or conceptualizing ideas by taking into account the reader's or audience's appeal.

EDUCATION AND TRAINING

10/2019 – CURRENT

PhD candidate of Business Administration

South East European University, Tetovo – North Macedonia

10/2016 – 02/2018

MSc of Human Resource Management

City college, the International Faculty of the University of Sheffield - Greece

10/2013 – 07/2016

BSc of Management and Informatics

University of Prishtina, Faculty of Economics

PUBLICATIONS

Kajtazi, K., & Fetaj, B. (2022). Does the Remittance Generate Economic Growth in the South East European Countries?. *Scientific Annals of Economics and Business*, 69(1), 57-67.

<http://saeb.fcaa.uaic.ro/index.php/saeb/article/view/1274/262>

Kajtazi, K. (2021). Women Entrepreneurs and the Challenge of Work–Life Balance: Evidence from Kosovo. *In The Emerald Handbook of Women and Entrepreneurship in Developing Economies* (pp. 145-164). Emerald Publishing Limited.

<https://www.emerald.com/insight/content/doi/10.1108/978-1-80071-326-020211009/full/html>

Kajtazi, K., & Zeqiri, J. (2020). The effect of e-WOM and content marketing on customers' purchase intention. *International Journal of Islamic Marketing and Branding*, 5(2), 114-131.

<https://www.inderscienceonline.com/doi/abs/10.1504/IJIMB.2020.111144>

Kajtazi, K. (2019) The impact of HR policies and practices on employee outcomes: A case of Kosovo. *CIT Review*. 31-43.

<https://crj.cit.edu.al/wp-content/uploads/2014/10/Paper-4-Kaltrina-Kajtazi.pdf>

Conference Abstract published – Brain drain in Kosovo. Gender and job differences and the relationship with economic growth.

<https://conference.unt.edu.mk/wp-content/uploads/2020/02/TSD-ABSTRACT-2019.pdf>