



Arla Merja

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ABOUT ME

You can provide a description of yourself Overall, I have a high experience in different profiles. Starting from a big management of a family business to ongoing knowledge as a paralegal within the states and also real estate.here.

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WORK EXPERIENCE

Administrator

Auto Servis Turi [5 Sep 2020 – 30 Jul 2022]

City: Tirana | Country: Albania

Taking in consideration that this is a family business that is still running.

I was left accountant to take upon the responsibilities of the general management, communication and also negotiation with the clients and also part of the finances of the business on its own.

Real Estate Agent

Ales Real Estate [7 Aug 2022 – 5 Feb 2023]

City: Tirane | Country: Albania

Taking in consideration the position of work, Real Estate is a business that requires high capabilities on communication and also sales. Within the time that I worked into this business, I have gained great communication skills and also assets on how to operate singularly to have my own brand and keep responsibilities.

Would consider this a great experience for a long term investment for myself.

Paralegal Assistant

Studio Avokatie Cano&Çupi [10 Feb 2023 – Current]

City: Tirane | Country: Albania

Well as self-explanatory as it is, the current position that I have within this business is to obtain as much information and also get myself more into a law consultants life.

Going from court to court and actually experiencing everything fist hand has brought to me a better concept on how to operate and understand the legislations and also the society on its own.

By being part of high-end cases with proper lawyers brought to me the practice that is needed to comprehend how things operate in court and the law system that we have in Albania.

So in one way this is the future that I am looking forward on having myself and this experience has opened up lots of gates for me to complete this goal.

EDUCATION AND TRAINING

Bachelor and Master for Law and Justice

Faculty of Law, University of Tirana [9 Sep 2022 – Current]

City: Tirane | Country: Albania

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / Digital Skills: Digital Marketing

COMMUNICATION AND INTERPERSONAL SKILLS

Negotiations Taking in consideration that every position that I have had in different businesses, it was always lead to my communication skills and determination to convince or negotiate with clients for the proper choice that they should have had.

From getting the proper price to their vehicle to selling it, from signing a contract with them to sell their property or even reasoning through with them that they are entitled to the law like everyone else.

It is a great characteristic that is also engraved to my personality, making a difference to people of what is right or wrong and giving it sense to them so they will always make the right choice.