

PERSONAL INFORMATION



MSc. Adem Selmani

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 adem.selmani@tempulli.org

Sex Male | Date of birth 24/08/1972 | Nationality Albanian – Kosovan

JOB APPLIED FOR POSITION PREFERRED JOB STUDIES APPLIED FOR

WORK EXPERIENCE

August 2021 – Present	Lecturer for Insurance Courses and Coordinator for Foreign Relations Tempulli Academy – Prishtina - Kosovo
January 2018 - December 2020	Chief of Training Centre at the Insurance Association of Kosova.
January 2012 - December 2017	Executive Director at the Insurance Association of Kosova
August 2002 – December 2011	Head of Training Department at the Insurance Association of Kosova
May 2002 – August 2002	Translator/Interpreter - Central Bank of Kosovo USAID-KPMG – Insurance and Banking
April 2000 – March 2002	Information Assistant and Programme Manager, ICMPD-IOM
July 1999 – March 2000	Food Aid Monitor & Acting Programme Report Assistant, UNWFP
December 1997 – February 1999	Journalist – Youth Magazine “Era Rinore”
December 1998 – March 1999	OSCE – KVM – Translator/Interpreter
September 1998 – March 1999	Teacher of English Language – Economic Secondary High School “Marin Barleti” Gjilan - Kosovo
September 1995 – August 1996	Teacher of English Language – Elementary School “Emin Duraku” Gjilan - Kosovo
November 1991 – October 1993	Sales Manager – “Murat Gida” Istanbul Turkey

EDUCATION AND TRAINING

2007-2008	Master's degree – International Relations and Diplomacy ILIRIA College – Prishtina Kosovo	Replace with European Qualification Framework (or other) level if relevant
1994 – 1998	University of Prishtina bachelor's degree English Language and Literature	
2003-2004	Training Course on Diplomacy – Regional Center for Political and Diplomatic Studies – Tirana Albania Malta International Training Center & Chartered Insurance Institute – London Diploma Applied Insurance Studies – Dip.CII	

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Serbo-Croatian	C2	C2	C2	C2	C2
Turkish	C2	C2	C2	C2	C1
Macedonian	A2	A2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

Very good interpersonal, communicative, and analytical skills gained through my professional and educational experience as manager, executive director, and other jobs I have performed

Organisational / managerial skills

Leadership, highly motivated and adaptable, very punctual, and reliable. Able to work-study on own initiative and as part of a team as well. Good access and friendly relations with people, no matter of their origin or nationality

Job-related skills

Good command of quality control processes currently responsible for foreign relations, and lecturer.

Computer skills Good Computer skills in MS Word, Excel, Using of Internet, Good skills in Power Point, Publisher, Using of all office equipment

Other skills

As Chief of Training Center at the Insurance Association of Kosova. I organized training and lectured in most of them. With this training we educated the employees and intermediaries of the insurance sector in Kosovo. The number of trained-educated people on a yearly basis goes between 700 – 1000 (seven hundred – one thousand), and all the process is being proceeded under my direct supervision. I have also delivered many lectures outside the insurance industry, i.e. schools, universities, businesses, media, and other relevant institutions, for the education of public about the importance of the insurance

As executive Director I managed day to day the activities of the Insurance Association of Kosovo, which was constituted of 13 Insurance Companies, 11 of which are general insurance companies, and 2 are life insurance companies. As Executive Director I was a board member without the right of vote. The activities included, budgeting of the association, regular board meetings, regular committee meetings, organization of the trainings, seminars, workshops, representation of the insurance industry toward different stake holders, liaisoning with government and other entities, representation of the insurance industry abroad, etc.

Driving licence Category B

ADDITIONAL INFORMATION

Publications

I was a member of the team, co-author who worked on publication of the Insurance training book, for the needs of the insurance market in Kosovo, the book was edited two times, and I participated in both editions.

Editor in Chief for the periodical Insurance magazine “Insurance Bulletin” from 2012 till 2017

Presentations

Many Presentations throughout the country on education regarding my current and previous positions

Projects

Started and implemented the project of editing the periodical insurance magazine.

Conferences

Participated in many National and International conferences.

Seminars

Participated in many National and International seminars.

Memberships

Member of Chartered Insurance Institute (CII) in London – UK

