

# ERLIRA MULLABAZI

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## PROFESSIONAL EXPERIENCE

### ITBM

Prishtine,KS

#### Project Proposal Manager

2023 - Present

ITBM is a diversified Program Management company that provides support services to government and commercial customers in Europe, Africa, and Middle East.

- Strategic Decision Making: Led bid/no-bid decisions by evaluating RFPs and tenders, aligning opportunities with the company's capabilities.
- Proposal Strategy Development: Developed and executed winning bid strategies by collaborating closely with cross-functional teams, ensuring a deep understanding of client requirements, competitive positioning, and innovative solution offerings.
- Lead proposal team: Assign task and manage progress work through the process of the project development
- Time management: respond in tough deadlines meeting client requirements
- Team Coordination: Facilitated effective communication and collaboration among diverse internal teams including sales, marketing, technical experts, and legal departments, HR team, PMs, Procurement team and operations team ensuring seamless information flow and fostering a cohesive, high-performing bid team..
- Content Development: Crafted compelling and persuasive proposal content, emphasizing unique selling points and aligning responses with client needs. Implemented a standardized content development process, enhancing proposal quality and coherence.
- Budgeting and Pricing: Collaborated with finance and sales teams to formulate competitive pricing strategies, ensuring optimal balance between profitability and client expectations.
- Quality Assurance: Implemented rigorous quality control measures, conducting thorough reviews and edits to maintain error-free and professionally formatted proposals, consistently meeting stringent client standards.
- Submission Management: Oversaw end-to-end submission process, managing physical and electronic submissions, and ensuring adherence to submission deadlines, resulting in a 100% on-time submission record.

### Rahovec Bus Stacion J.C.S

Rahovec,KS

#### Chairperson of the Board of Directors

2022 - Present

Rahovec Bus Station is public company its main purpose is to provide a facility for public buses to stop, park, and pick up or drop off passengers. Its owned by government.

- Establishing Governance: creating the company's mission statement, defining its values, and setting the company's strategic direction.
- Leading Board Meetings: responsible for presiding over board meetings, setting the agenda, and ensuring that all discussions are productive and focused on the company's strategic objectives, also responsible for ensuring that all board members are well-informed about the company's operations, financial performance, and other key issues.
- Setting Strategy: establish the company's overall strategic direction. This involves identifying opportunities for growth and diversification, setting ambitious goals, and ensuring that the company has the resources it needs to achieve them.
- Financial Oversight: responsible for overseeing the company's financial performance, ensuring that the company's finances are managed effectively and that the organization is operating within its budget, approving major investments, acquisitions, and other financial decisions.
- Risk Management: responsible for identifying and managing the risks associated with the company's operations

### KTA - Kosova Touring Assistance

Prishtine, KS

#### Project Manager

2020 - 2023

KTA is mobility company which offers a medical, roadside assistance and legal assistance in Kosovo and Europe through it's partners and it is full member of FIA (Federation Internationale de l'Automobile)

- Grant writer- writing project proposal- FIA Projects, international funds
- Drafting projects- action, financial, communication plan.
- Leading the procurements phase of the project
- Responsible to reach an agreement cooperation with local stakeholders
- Managing projects, team, and activities according to the work plan.
- Planning budget based on the scope of work and resource requirements and tracking project costs in order to meet the budget.
- Managing contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
- Coordinated project activities and resources with cross-functional teams to ensure timely and effective delivery.
- Developed project plans and provided regular progress updates to stakeholders and partners.
- Prepare annual reports-



## PROFESSIONAL EXPERIENCE

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### Rahovec Bus Stacion J.C.S

Rahovec,KS

#### Member of the Board of Directors

2019 - 2022

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### KTA

Prishtine, KS

#### FIA Coordinator

2019 - 2023

FIA (Federation Internationale de l'Automobile)

- Responsible for coordinating activities, meetings, visits, correspondence between the company and organization, representing KTA on FIA meetings, analyzing different projects from international network and propose incentives for the benefit of the company to higher management
- Participating in FIA activities by involving and sharing information and knowledge about projects, activities, and achievements.
- Presenting projects to the network, collaborating with organizations for a company's needs and projects.

### Municipality of Rahovec

Rahovec, KS

#### Local Counsellor

2013 - 2017

Rahovec is a town and municipality located in the District of Gjakova in western Kosovo. According to the 2011 census, the town of Rahovec has 15,892 inhabitants, while the municipality has 56,208 inhabitants

- Acted as representative of the community
- Attending council meetings and participating in discussions on issues affecting the community.
- Working with community organizations and other stakeholders to identify and address local issues and concerns.
- Developing policies and programs to address community needs, and advocating for funding and resources to support these initiatives.
- Reviewing and approving development proposals, zoning changes, and other land use decisions.
- Providing input and feedback on the annual budget, and ensuring that public funds are spent effectively and efficiently.
- Monitoring the performance of municipal services, such as waste management, transit, and public safety, and advocating for improvements where necessary.

### Elkos Group

Rahovec

#### Accounting Assistant

2017

Elkos Group is the largest authorized distributor for international brands in Kosovo

- Preparing payments to associates and process income receipts.
- Preparing analysis and reporting weekly.
- Reviewing purchase invoices and placed orders for stationery.

## Education

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### FAMA -Private University

Prishtine, KS

#### Bachelor of Political Science and Public Administration

2009 - 2012

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## CERTIFICATE

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b Project Managment Training  
Program Jungle

### SOFT AND TECHNICAL SKILLS

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Asana .Budgeting and Cost Management Collaborative Schedule and Time Planning Communication Empathic Leadership .  
Problem-sovling JIRA .Project initiation Project Planning Project road mapping



