




MSc. Naser GJURKA

Date of birth: 25/07/1960

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Gender: Male

CONTACT


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ABOUT ME

After an extensive experience for more than 25 years in translation from English into Albanian, Serbian and Bosnian, I'm looking to new opportunities.

WORK EXPERIENCE

12/2011 – 12/2019 Prishtina, Kosovo

Language Assistant (Serbian / English) EULEX, EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO

- Translate official, confidential and non-confidential documents from Serbian into English as well into Albanian language and vice versa.
- Provide unbiased simultaneous and consecutive interpretation for international staff members as needed, such as during meetings, seminars, workshops, preparing agendas, taking minutes when necessary always ensuring strict confidentiality.
- Translate court cases for prosecutors and judges.
- Transcribe and translate very sensitive audio and video files from Serbian into English as well into Albanian language and vice versa.
- Translate of documents which need accurate and proper terminology, always providing high quality of translation, proofreading and quality control of translation.

01/2009 – 12/2011 Prishtina, Kosovo

Language Assistant (Albanian / English) EULEX, EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO

- Translate official, confidential and non-confidential correspondence documents from Albanian into English as well into Serbian language and vice versa.
- Provide unbiased simultaneous and consecutive interpretation for international staff members as needed, such as during meetings, seminars, workshops, preparing agendas, taking minutes when necessary always ensuring strict confidentiality.
- Transcribe and translate very sensitive audio and video files from Albanian into English as well into Serbian language and vice versa.
- Attend "Integrated Border Management" meetings.

12/1999 – 01/2009 Prishtina, Kosovo

Admin / Language Assistant (ALBANIAN / ENGLISH) UN MIK, UNITED NATIONS MISSION IN KOSOVO

- Translate official, confidential and non-confidential correspondence documents from Albanian into English as well into Serbian language and vice versa.
- Transcribe and translate very sensitive audio and video files from Albanian into English as well into Serbian language and vice versa.
- Translated court cases for prosecutors and judges.
- Assist OSCE staff during the written test of the candidates who have applied for service in the Kosovo Police.
- Provide unbiased simultaneous and consecutive interpretation for international staff members as needed, such as during meetings, seminars, workshops, preparing agendas, taking minutes when necessary always ensuring strict confidentiality, interpreting as well into Serbian language when required.

08/1999 – 11/1999

Programme Management Assistant INTERNATIONAL RED CROSS

- Visit the people in Peja region affected during the war in Kosovo.
- Participate in Planning and arranging the post war emergency situation.
- Assess the level of the houses and schools damaged in Peja region during the war in Kosovo.
- Organize the distribution of the construction material to the affected people.
- Organize the meetings with the representatives of all villages of Peja region as well with the officials of Peja municipality, keep minutes of the meetings always ensuring strict confidentiality.

05/1985 – 03/1999 Peja, Kosovo

Research Engineer VEHICLE SPARE PARTS FACTORY "ZASTAVA - R. SADIKU" SOE

- Perform examinations of vehicle, agricultural machinery and automotive parts by NDT methods (Ultrasound, Penetrants, X-rays, Fluorescents, etc.) and Mechanical examinations.
- In cooperation with other engineers and partners carry out research, initiation, planning, design, execution, monitoring, controlling and closure of the assigned technical projects.
- Maintain cooperation with vehicle, agricultural machinery and automotive manufacturers, both domestic and international.
- Responsible for research, development and managing technology projects and their cost, time and scope.

EDUCATION AND TRAINING

Mitrovica, Kosovo

Master of Science FACULTY OF TECHNOLOGY AND METALLURGY

Field of study Engineering

Peja, Kosovo

High School GYMNASIUM "11 MAJI"

Field of study Engineering

LANGUAGE SKILLS

MOTHER TONGUE(S): Albanian

Other language(s):

English

Listening C2
Reading C2
Writing C2

Spoken production C2
Spoken interaction C2

Serbian

Listening C2
Reading C2
Writing C2

Spoken production C2
Spoken interaction C2

Bosnian

Listening C2
Reading C2
Writing C2

Spoken production C2
Spoken interaction C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Outlook | Microsoft Office | Zoom | Skype | Power Point | LinkedIn | Google Docs | Google Drive | Internet user | Written and Verbal skills | Organizational and planning skills | Good listener and communicator | Team-work oriented | Analytical skills | Motivated | Creati

vity | Presenting | Critical thinking | Conflict resolution | Gmail | Strategic Planning | Flexibility | Responsibility | Excellent writing and verbal communication skills | WhatsApp | Reliability | Research and analytical skills | Good time management | CAT tools

ADDITIONAL INFORMATION

Driving Licence

● **Driving Licence: B**

Additional Skills

● **CAT TOOLS:**

- SDL Trados Studio
- Across
- MemoQ
- Phrase (Memosource)
- Smartcat
- Wordbee
- Wordfast
- GlobalLink
- MTPE

01/04/2019 – CURRENT

● **IGaming and Subtitle translation**

Great experience in I gaming and Subtitle translation

15/04/2000 – CURRENT

● **User manuals and Operation instructions**

Great experience in User manuals and Operation instructions for vehicles, agricultural machinery, automotive manufacturers, machines, domestic appliances, equipment, managing technology projects etc.