

Attention: Esteemed Recruiting Manager

Dear Madam/Sir,

My aim is to work and live in the same city with my husband and children, where I hope to continue serving as a legal assistant.

My work with first-rate attorneys enables me to offer you an exceptional mix of training, knowledge, experience, and professionalism.

My experiences have built a foundation that has provided me with the necessary skills to conduct business on a professional and executive level to improve customer satisfaction and business results through effective communication and organization.

Further qualifications I offer include the following:

- Successful track record supporting the efforts of executive-level staff, presidents and senior partners.
- Strong background in all aspects of office management, from scheduling meetings and coordinating travel to overseeing budget and accounting functions.
- capacity to develop and maintain comprehensive administrative processes that improve the efficiency of day-to-day operations.
- Excellent organizational and communication skills, an outstanding work ethic, and the ability to work well in both team-oriented and self-directed environments.

I would welcome an opportunity to speak with you to discuss my qualifications and candidacy in further detail.

Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely,

Shpata Hoti Ladki

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Musa Hoti Street , Nr 8 , Avdullah Hoti Residence , Mitovice , Kosovo - Yugoslavia

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Whatsapp ONLY +96171282285

Work experience:

Instructor of English Language at Nonprofit able Association " All Hearts Together" , 2011 -2012

Internship at law bureau : Attorney Safet Voca, January 2010 till June 2018

Education:

Masters Degree in Law - class of 2017

American University of Pristine - Faculty Of Law

Prishtine - Kosovo

High School -Mathematics - Frang Bardhi 21.05.2001

Professional skills

Leadership, mentoring, project management, and conflict resolution are my value-added skills essential to any career.

Other skills:

Work under stress, meeting deadlines, managing skills, graphic designer, fashion designer, sign language, face expressions.

Languages

Albanian - Native

English- fluent

Spanish -good

Turkish- Native

Serbian - Fluent

Russian - Native

Arabic- reading, writing Medium Level

Reference:

Safet Voca, Professor at Law

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Mob: 044/273-758

E-mail: safetvoca@hotmail.com

I have a passion for success and goal oriented demeanor that would push me to accomplish my set tasks. Also, with my personable character I can work well and communicate with others to contribute to team efforts. In all that I do I would strive to advance the company, and I feel that my previous work experience proves that.