

Kolos Kelmendi - 920814

kelnmend@gmail.com

+38349485845

My name is Kolos Kelmendi, I am an experienced Accountant with a demonstrated history of working in the technology, business and financial industry. Since 2015 I have provided accounting and finance expertise to businesses on outsourcing teams and individuals - both in my own bureau called "Keln'mend Accounting" but also on an international level at a large American owned corporation. I like to be perceived as a trusted adviser with the ability to work effectively with client professionals at all levels across all functions. I strongly believe in being highly organized and therefore able to manage multiple projects with specific deadlines while assuring quality, timely deliverables. All while prioritizing a good customer service.

Experience

Founder and CEO of Keln'mend Accounting 2019-Present

Keln'mend Accounting is an accounting, finance, and consulting company who brings processes, people, and technology together. I founded the company in 2019 and it has increased consistently during the following years both in revenues and customers. I have three employees that I delegate out tasks too – while doing the same work myself. All in the course while recruiting, selling, marketing, and managing the firm.

Senior Finance & Accounting Officer | KFC Kosovo 2018- Present

- Responsible for the coordination of recording all financial documentation.
- Make accounting records of revenues and expenses.
- Conducts and reconciles accounts receivable and payable and draws up the accompanying reports on a variety of periodic basis upon request.
- Maintains the register of fixed assets, calculates asset depreciation
- Accounts reconciliation with financial accounting.
- Holds and is responsible for the accounting system according to tax legislation and accounting principles.
- Monitors bank accounts and prepares periodic reports upon request

Accountant | Accounting Financial & Consulting (AFC) | 2018- 2019

A wider more challenged role with a more flexible point that requires knowledge for the simple tasks but also the more complicated that are required to make financial statements (P&L; Balance Sheet) for different types of businesses like: manufacturing, selling, building, service. Some of my responsibilities are listed below:

- In charge of in- and outgoing invoices, payroll, and stock management.
- Monthly reports (sales and expenses) to compare and advice Clients to make better decisions.
- Declarations of Taxes based on Laws of Kosovo.
- Preparation of financial statements.

Finance Officer | NGO centerforeducationX | 2018- 2020

- Recording of purchase invoices and all other expenses
- Annual budget planning and reviews
- Payment of invoices, financial duties to cedX employees and third parties such as Agents
- Preparation, processing, and registration of payroll
- Preparation of payment forms for rent and tax rent as well as payment processing, - Maintenance of petty cash balance and its management.

FINANCIAL ASSISTANT | NGO KEA | 2016-2019

- Petty cash management for projects
- Assisted in Accounting
- Collecting appropriate documentation to support expenditure
- Assisted in preparing financial statements
- Providing financial and maintenance of appropriate documentation
- Provide documentation about other relevant state bodies needed
- Asset record keeping
- Develop and maintain a list of contacts

ACCOUNTING AND BOOKKEEPING CLERK | DPZ Vlera | 2015-2016

- Registration of invoices in the accounting books
- Maintenance of records and other accounting documents
- Monitoring and payment of necessary taxes
- Payroll Calculation

Education

- 2021, **Intuit QuickBooks Desktop Certified User:**
https://www.credly.com/badges/4b4fac7b-96e8-4658-ab24-b7f3130e40d8/public_url
- 2018, **Intuit Quickbooks Certified User:**
<https://www.credly.com/badges/19689b67-5184-4c61-b3aa-b7dbcccab3ce>
- 2017-Present, University of Business and Technology, Prishtine (Kosovë),
Master of Science in Management, Business and Economy
- 2016-2022, Society of Certified Accountants and Auditors of Kosovo (SCAAK)-
Certified Accountant
- 2015-2016, Society of Certified Accountants and Auditors of Kosovo (SCAAK) -
Accounting Technician
- 2010-2013, Pejë, Kosove -University of "Haxhi Zeka" –
Bachelor of Science in Accounting and Finance
- 2007-2010, "Bedri Pejani Gymnasium", Pejë (Kosovë) 2007-2010

Skills & Abilities

- Social
- Flexible
- Teamworker
- Work well in a high-pressured environment
- Zoho Books
- Microsoft Office (Full Package)
- Quick Books (Online&Desktop)
- Wawe
- Finabit

References available upon request