

PERSONAL INFORMATION

Irfan Muratović

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WORK EXPERIENCE

1 Jul 1999–30 Sep 2002

Finance and Administration Officer

American Refugee Committee International, Podgorica (Montenegro)

Responsible for all financial and administrative matters in ARC Montenegro. Duties included: control and monitoring of all expenditures, grant tracking according to donor guide lines, preparation of monthly financial reports for ARC Country Director, Head of Office Montenegro and ARC Headquarters, preparation of budgets

1 Oct 2002–30 Sep 2005

Finance and Administration Manager - Serbia and Montenegro

American Refugee Committee International, Belgrade (Serbia and Montenegro)

Responsible for the financial and administrative matters in ARC Serbia and Montenegro offices (five offices) including: ensure day-to-day running of the finance through management of the finance officers, tracking and monitoring of procurements and expenditures, establish and maintain an office purchasing, inventory and requisition system, prepare project budget vs actual report on regular monthly basis, monitoring of the project budget, budget revision, maintain expatriate staff monthly payroll, time sheets attendance records, ensure of implementation of ARC standard personnel guidelines for national staff, including adhering to national labor law, taxation systems and rules, social security and insurance, ensure that all procurement follows all aspects of ARC procurement policy including requirements for competitive bids, verify inventory of assets and control stock of consumable supplies as produced by logistic department.

1 Dec 2003–30 Mar 2004

Finance and Administration Controller

American Refugee Committee International, Islamabad (Pakistan)

Provided support to ARC Pakistan on preparation of annual financial report, verification of the inventory list and provide training for finance and administration staff in Islamabad and Quetta office.

1 Oct 2005–30 Jun 2007

Balkan Finance/Administration Controller

American Refugee Committee International, Belgrade (Serbia)

Overall responsible for financial management and administration in 8 ARC offices in Serbia, Montenegro, Bosnia, Macedonia and Kosovo. Duties include: preparation of monthly financial reports to Country Director in Belgrade and ARC Headquarters in Minneapolis, monthly expenses, bank and cash reconciliations, budget tracking, inter-office expenses, payroll, deferred revenue, monitoring of the project budgets, closely work with projects coordinators over the project implementation planning and cash flow projections, closely work with internal and external auditors.

Adherence to procurement procedures in ARC policy manual, verify inventory of assets and control of stock consumable supplies as produced by logistic department, control vehicle fleet, ensure that ARC vehicle policies and procedures are being followed,

Coordinate incoming and outgoing personnel and cargo, facilitate immigration (visas) and costumes as necessary, maintain expatriate staff monthly payroll, time sheet and attendance records, maintain local staff personnel files, ensure local staff are paid in accordance with ARC policy and local labor laws, organize and lead orientation and training sessions for staff.

Organize and monitor of closing process of the offices in region including: disposition of the assets due to the donor, final reconciliation and closing of the all bank accounts, submitting of the final reports to the donors.

1 Jul 2007–30 Sep 2007

Finance and Administration Controller

American Refugee Committee International, Freetown (Sierra Leone)

Provided support to ARC Sierra Leone on preparation of the semi-annual financial report, preparation and verification of the Inventory list, and provide training for finance/administration staff.

1 Oct 2007–30 Apr 2008

Finance and Administration Controller

American Refugee Committee International, Monrovia (Liberia)

Finance:

- Supervise finance staff. This include they are properly trained and know what performance,
- Manage day to day accounting functions including regular cash verification, bank and balance sheet accounts reconciliations, Deferred Revenues sheets, monthly closing, timely submission of financial report to HQ, Donors,
- Maintain up-to-date, accurate accounting system including: computer data entry and paper file system,
- Prepare timely budgets, cash requests and accounting reports,
- Monitor grant spending and projections,
- Assist in preparation of budgets for all proposals,
- Complete monthly balance sheet reviews and periodic intercompany report.

Administration:

- Ensure that all procurement follows all aspects of ARC procurement policy including requirements for competitive bids,
- Verify inventory of assets and control stocks of consumable supplies as produced by logistic department,
- Control vehicle fleet, ensure that ARC vehicle policies and procedures are being followed,

Human resources:

- Implement personnel policies,
- Maintain expatriate staff monthly payroll, time sheets and attendance records,
- Ensure local staff are paid with ARC policy and local labor laws,
- Arrange for staff training as appropriate,
- Carry out staff appraisals for finance, administration and logistic staff,
- Organize and lead orientation and training sessions for staff.

1 Mar 2009–30 Mar 2010

Head of branch office

Uniq Insurance, Ulcinj (Montenegro)

- Operational organization of the office,
- Active training with the aim of self-presentation and sale of products of the insurance company UNIQA,
- Establishing first contacts with potential customers,
- Contracting and monitoring the implementation of the agreed premium of 140,000.00 Euros

1 Apr 2010–30 Sep 2010

Country Administrator

INTERSOS Somalia/Kenya Mission, Nairobi (Kenya)

- Preparing and sending the country and project economic and financial plan to the HoM and Administrative Director,
- Providing to HoM and Project Managers with regular planning control data, highlighting any variances, errors and issues,
- Managing country and project accounting and coordinate administrative operators,
- Monitor grant spending and projections,
- Assist in preparation of budgets for all proposals,
- Complete monthly balance sheet reviews and periodic intercompany report.

Administration:

- Ensure the proper execution of goods, work and services procurement processes and conformity to Intersos and donor procedures,
- Verify inventory of assets and control stocks of consumable supplies as produced by logistic department,
- Control vehicle fleet, ensure that Intersos vehicle policies and procedures are being followed,

Human resources:

- Implement personnel policies,
- Maintain expatriate staff monthly payroll, time sheets and attendance records,
- Ensure local staff are paid with Intersos policy and local labor laws,

- Arrange for staff training as appropriate,
- Organize and lead orientation and training sessions for staff.

1 Dec 2011–30 Mar 2012

Deputy Director

Public Utility Company (PUC), Ulcinj (Montenegro)

- Organization and management of PUC in coordination with the Director,
- Deciding on the business and development goals of PUC in coordination with the Director,
- Organization, management, control and supervision of all parts of the company especially financial operations ,
- Monitor spending and projections,
- Performing CEOs in case of his absence.

1 Apr 2012–31 Dec 2015

Task Manager, Cross border Programme Albania-Montenegro

Ministry of Foreign Affairs and European Integration, Podgorica (Montenegro)

- Based in the office of Joint technical secretariat in Shkodra Albania
- Support in the implementation of the funded projects by providing training and advice to the grantees for the successful completion of the projects such as implementation and reporting manuals, instructions, consultancy, etc,
- Monitoring, administrative and financial (preparation and participation in monitoring visits; preparation of monitoring reports),
- Cooperation with organizations, institutions and network relevant for the objectives of the programmes,
- Provide advice assistance to operations regarding implementation of activities to all partners involved,
- Provide administrative and logistic assistance to the Operating Structures, Contracting Authorities and Joint Monitoring Committee,
- Collection and review of technical and financial reports from the beneficiaries and forward them to the Contracting Authorities.
- Deputy Secretary of the Steering Committee in charge of the evaluation of the project proposals,

EDUCATION AND TRAINING

1 Sep 2009–5 Jun 2013

BA, Finance and Administration

EQF level 6

University of Tirana, Tirana (Albania)

Financial Management

1 Sep 2014–30 Jul 2015

Master Degree

EQF level 7

School of Business Economics, Bar (Montenegro)

Public administration

PERSONAL SKILLS

Mother tongue(s) Albanian, Montenegrin

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

- Communication skills** The ability to successfully listen to, interact with, and communicate clearly with people from diverse nationalities and backgrounds (I have been working past fifteen years on different project with people from other cultures or with different attitudes what brings new aspects of project management and doing things)
- Organisational / managerial skills** Very detail, very organized, ability to prepare reports with high level of punctuality, the ability to work productively in a team environment & independently
- Job-related skills** Outstanding Executive Manager with excellent portfolio charting 10 years of accomplishment at high levels of international/national commerce and development projects. Wide-ranging background as Finance/Administration Manager and Chief Operating Officer with excellent knowledge of financial software including: ACC PAC and Quicken. Good knowledge of GAAP, GAAS and audit preparation procedures, as well as on-hands experience in managing U.S. Government grants (BPRM, USAID) and other bilateral and multilateral donors (EU funds, UN system, Dutch Government, Irish Government). Over three years in the field of EU grant management in the Western Balkans, especially in cross-border cooperation programmes. Practical experience in EU funded grant management and the CBC programmes including: Monitoring and management of EU-funded grant projects including output and result monitoring, budget monitoring, public procurement (PRAG), evaluation of project proposals, evaluation of tenders and preparation of tender documentation, writing of project proposals for EU-funded projects (PCM) including LogFrame and budget drafting
- Other skills** Proficient in Microsoft Word, Excel, Powerpoint., Internet, MS Office (Excel, Word, PowerPoint), Statistic programs, Quicken etc.
- Driving licence** B