



Amir Alija

+389 70 983 070

amiralija2000@gmail.com

Tetove, Macedonia

Experience

Ecolog International | www.ecolog-international.com | Tetove, Macedonia

Project Control / Project Coordinator / Business Data Analyst | 06/2022 – Present

- Leading cost control and project control initiatives to ensure projects are executed within budget and on schedule.
- Maintaining constant communication with field teams to address and resolve project-related issues promptly.
- Regularly cooperating with other departments, including Finance, Contracting, Estimating, Pricing, Procurement, and Catalogue, to ensure alignment and seamless execution of projects.
- Utilizing SAP to create Purchase Requisitions (PR) and Purchase Orders (PO), particularly for fields lacking dedicated staff, ensuring accuracy and compliance with company standards.
- Approving SAP POs by verifying previous pricing, appropriate GL/WBS coding, and overall correctness.
- Monitoring and managing open POs while posting monthly inventories using transactions LI20, LI21, and MI07.
- Conducting budget reviews and P&L analysis per item, providing comprehensive monthly operational reviews.
- Performing cost comparisons to previous months and budget forecasts to identify trends and variances.
- Collaborating with field teams before period close to ensure all transactions are accounted for and discrepancies minimized.
- Implementing and utilizing PowerBI for enhanced data analytics and reporting, driving informed decision-making.
- Recently implementing Microsoft Office Planner to streamline task management and improve project tracking.
- During a business trip from (Tetove, Macedonia) to (Bangui, Africa), conducted a site visit to review project operations and support the local team.
 - Resolved system posting issues, ensuring accurate and efficient use of SAP.
 - Trained and guided team members to prepare them for upcoming projects, improving their understanding of company processes.
 - Provided hands-on support to enhance project execution and ensure alignment with company standards.

Freelancer | Tetove, Macedonia

Freelance Web Developer | 01/2022 - 06/2022

- Developed and maintained websites for various clients, including small businesses and personal projects.
- Utilized HTML, CSS, JavaScript, React, and WordPress to create responsive and user-friendly web solutions.
Collaborated with clients to understand their requirements and deliver customized websites that met their specific needs.

Projects:

- **Amazon Clone** - Developed a functional clone of the Amazon website to enhance proficiency in React. Deployed the project at fir-1774a.web.app (Currently offline)
- **Amanti (WordPress)** - Created a website for a local company specializing in pasta and other products. The site showcased product offerings and facilitated online orders. (Currently offline)
- **Personal Portfolio** - Designed and developed an online CV and portfolio to showcase my work and skills. Accessible at www.amiralija.com
- **BK Architects** - Built a professional website for an architectural firm based in my city. View the site at www.bk-architects.com
- **RandM Vapes Shop** - Developed an e-commerce website for a vape distributor, enhancing their online presence and sales. Explore the site at www.randmvapes.shop (Currently offline)
- **Beauty Memisi** - Created a website for a beauty salon in Switzerland, featuring services, pricing, and booking options. Visit the site at www.beauty-memisi.ch

Lazur Café | Tetove, Macedonia

Manager / Worker | 01/2018 - 12/2021

- Managed daily operations at a family-owned café, ensuring efficient and smooth service delivery.
- Oversaw staff scheduling, training, and performance to maintain high standards of customer service.
- Handled inventory management, including ordering supplies and managing vendor relationships.
- Managed financial transactions, maintained records, and ensured accuracy in cash handling and reporting.
- Developed and implemented strategies to increase sales and customer satisfaction.
- Gained valuable experience in multitasking and working under pressure in a fast-paced environment

Skills

Project Control, Project Coordination, Project Management, Problem Resolution, Budgeting, Cost Management, Cost Control, Cost Reduction, P&L Management, Procurement, Teamwork, Responsive Web Design, HTML, CSS, SEO, JavaScript, WordPress, Front-End Development, Microsoft Office, Excel, Power BI, Microsoft Planner, Communication Skills, Analytical Skills, Time Management, Continuous Improvement

Education

University of Tetova - Computer Science | 01/2022

Gjimnazi "7 Marsi" – High School

Migjeni – Primary School

Languages

Albanian, English

Connect

Linkedin : <https://www.linkedin.com/in/amir-alija>

Instagram : <https://www.instagram.com/amiralija/>