

Ardiana Merovci , MBA

Banker

ardianamerovci@hotmail.com • 07775 919848
City of London, United Kingdom

Dedicated and accomplished Financial and Treasury Management Consultant with extensive experience in financial reporting, analysis, and project coordination. Adapt at streamlining spending analysis and coordinating projects to enhance efficiency and automate processes. Skilled in cash flow management, forecasting, and budget reporting, with a proven track record in interpreting financial data and communicating plans.

Professional Experience

Visa's Place, London
Co-Founder at Visa's Place LTD

October 2020 — Present

- Successfully established business model in food and hospitality.
- Developed and streamlined business processes to provide quality service
- Actively involved in daily operational management and business administration
- Negotiating contracts with business partners.

Star Cross /British Emergency Ambulance Services
Financial Management Consultant

January 2021 — July 2021

- Responsible for Financial reporting and Analysis,
- Balance sheet, cash flow, billing and payroll
- Recorded, interpreted and communicated data and plans using QuickBooks.
- Forecast and budget reporting
- Coordinate projects through scheduling, track progress and arrange support services.
- Monitored and analysed Key Performance (KPI) and financial ratios.
- Streamlined spending analysis to a more accurate, efficient and automated process.

Financial Controller

January 2018 — December 2018

- Balance sheet, cash flow preparation and forecasting, together with weekly/monthly/budget reports
- Bank reconciliation of deposits and payments, together with accruals and account analysis
- Human resource services, including interviewing, hiring, and training, together with set up of payroll /staff benefit plans
- Preparation of best work practices and procedures documents

Bank for Business BPB, Pristina Kosovo
Treasury Manager

January 2010 — December 2015

- Foreign exchange and liquidity management, together with daily cashflow, financing and repo management
- Management of long- and short-term borrowing strategies and capital adequacy
- Preparation of investment policy reviews and changes to Investment Committee
- Monitoring of investment portfolios of money market instruments .
- Preparation of strategic business plan for the Bank Attendance and membership of various Bank Management Committees

- Management and implementation of Moneygram programme for the Bank
- Transaction reconciliation
- Staff training
- Cash flow forecasting
- Monitoring of accounting and treasury systems for the Bank

BPB Bank
Loan Officer PI & SME and Corporate

January 2006 — December 2008

- Preparation, completion, and processing of client loan applications and presentation to Credit Management Committee
- Conducting client visits
- Loan transfers into client accounts following approval by Credit Management Committee
- Monitoring of disbursed payments, together with loan portfolio and arrears analysis

Bank for Business BPB
Head Cashier

January 2002 — December 2006

- Supervision and training of cashier team

Receipt and processing of cash and money transfers

Education

MBA
Cardiff Metropolitan University

Bachelor's Degree in Management and Economics
University of Pristina

Areas of Expertise

- Cash Management
- Financial Management
- Treasury Management
- Balance Sheets
- Foreign Exchange Markets
- Budgeting Skills
- Risk Management

Professional Training

Treasury Risk Management
Money Markets Derivatives SWIFT FX
Cash Management
ACI Dealing Certificate Preparation Course Money Markets , Products and Discipline – ATTF Ministry of Finance
Luxembourg , 2012