

Ardiana Merovci

👤 Profile

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 proven track record in interpreting financial data and communicating plans.

Details

London
United Kingdom
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📁 Employment History

Regulatory Reporting Officer at Jordan International Bank, London

February 2025 — Present

- Preparation and submissions of monthly ALMM returns, as well as LCR and PRA 110 to the regulators on an accurate and timely basis.
- Preparation of Quarterly returns, ie. FSAO17 and PRA 108 submissions to the regulators on accurate and timely basis
- Assist in the preparation of other Quarterly returns to the Regulator's as and when required.
- To manage the update of WIRES system, including the production of CAB required by IT.
- Liaise with Business lines, IT, Operations, Treasury and Risk functions as required.
- Assist with on-going system, process and control improvements.

Co-Founder at Visa's Place LTD, London

October 2020 — January 2025

- 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.

Financial Management Consultant at Star Cross / BEARS, London

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 at Sky Blue LTD, London

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.

Head Of Treasury at Bank For Business , Pristina , Kosovo

January 2010 — December 2015

- Foreign exchange and liquidity management, together with daily cash flow, financing and 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.

Project Coordinator and Treasury Officer at Bank For Business , Pristina , Kosovo

January 2008 — December 2009

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

Loan Officer PI&SME and Corporate at Bank For Business , Pristina , Kosovo

January 2006 — December 2008

- Promotion, completion, and processing of client loan applications and presentation to Credit Management
- 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.

Cashier/ Head Cashier at Bank For Business , Pristina , Kosovo

November 2002 — June 2006

- Supervision and training of cashier team Receipt and processing of cash and money transfers.

🎓 Education

Bachelor Degree in Management/Informatics, University of Pristina, Pristina , Kosova

September 2009 — September 2012

Masters of Business Administration MBA, Cardiff Metropolitan University , United Kingdom

★ Professional Training

Bank For Business, Pristina , Kosovo

January 2013 — January 2013

Treasury Markets , Foreign Exchange , MM and Derivatives , Securities organised by SWIFT.

Raiffeisen Bank International, Vienna , Austria

May 2013 — May 2013

Cash Management Course.

EBRD, Dubrovnik , Croatia

June 2012 — June 2012

Treasury Risk Management Training.

Ministry of Finance ATTF, Luxembourg

November 2012 — December 2012

ACI Dealing Certificate Preparation course , Money Markets , Products and discipline.

★ IT Proeficient

Excel,Word,Visio,Powerpoint,Outlook,Quickbooks,Bloomberg, SWIFT,BEEDS.

★ Languages

English,Albanian,Serbian and Turkish.