



Please insert here at least one **PHOTO** of your traineeship stay abroad! Preferred motives are photos of your accommodation, of your work place, of being at work. Attention! Due to legal considerations we kindly ask you to send us only photos that have been taken by yourself!



## STUDENT DETAILS

University department / faculty:	<b>Faculty of Economics and Management</b>
Field of study:	<b>International Business and Economics</b>
Home university:	<b>Otto-von-Guericke-Universität Magdeburg</b>
Nationality:	<b>Albanian</b>
Duration of traineeship (from ...to...):	<b>13.06-12.08.2022 (negotiated with Mr. Bücken and DIHA, due to the renewal of my residence permit here in Germany)</b>

## TRAINEESHIP INSTITUTION

Country:	<b>Albania</b>
Name of traineeship institution:	<b>The German Association for Industry and Trade in Albania</b>
Web page:	<b><a href="https://www.diha.al">https://www.diha.al</a></b>
Address:	<b>Rruga Skënderbej 4/7, 1001 Tirana, Albanien</b>
Contact person:	<b>Marjeta Xhabrahimi (Kodra); Business Consultant</b>
Telephone / E-Mail:	<b>+355 4 222 7146/ kodra@diha.al</b>

## **EXPERIENCE REPORT** (approx. 3 pages + more photos if applicable)

### **1) Traineeship institution**

*Please give a brief description of your host traineeship institution.*

The Association represents interests of German companies in Albania as well as of Albanian companies with special interest in contacts and cooperation to companies in Germany. The objective of DIHA is the constant improvement of the economic framework for investments, trade and services in Albania as well as the development of bilateral relations between Albania and Germany.

### **2) Searching for a traineeship**

*How did you find your traineeship? Are there any recommendable links or other helpful tips you would like to share?*

I found it at the Leonardo Office page, which was also suggested by one of my friends who did a similar Erasmus+ traineeship.

### **3) Preparation**

*How did you prepare for your traineeship in terms of language, intercultural, professional and organisational aspects? Are there any recommendable links or other helpful tips you would like to share?*

I didn't need a lot of preparations since I choose to complete this traineeship in my home country.

### **4) Accommodation**

*How did you find your accommodation? Are there any recommendable links or other helpful tips you would like to share?*

Accommodation agencies such as the one I used: Century 21 <https://www.century21albania.com>

### **5) Traineeship**

*Please describe the tasks and / or the projects carried out during your traineeship. In which way were you mentored and integrated? How were the working conditions? Did you have especially positive or negative experiences?*

Support in all administrative tasks, assist in event preparation, newsletters, support in market research, translation services (English German), cross sectional tasks of the DIHA office.

### **6) Acquired qualifications**

*Which qualifications and skills could you acquire or improve during your traineeship?*

Team work, market research, and event organization.

### **7) Country-specific features**

*Are there any specific traineeship regulations in the target country that affected you as an Erasmus trainee (e.g. France: housing allowance, convention de stage)? If yes, which ones? Are there any recommendable links or other helpful tips you would like to share?*

No there are no country-specific features.

### **8) Visa, residence and work permit (only for international students)**

*Which prearrangements had to be made in terms of visa, residence and work permit? Are there any recommendable links or other helpful tips you would like to share?*

I went to my home country, thus I didn't have to deal with this part.

## 9) Other

*Is there anything else you want to let other students know?*

No

## 10) Conclusion

*What is the conclusion drawn after your traineeship experience abroad?*

It helped me identifying the skills I needed to work on and opened new opportunities for my future career.

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## Declaration of consent

I hereby agree to the publication of this report on the website of the Leonardo Office Saxony-Anhalt.

I assure that the photos used in this report do not violate the rights of other persons or companies (personal rights, copyrights etc.).

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Please send this report by email to [angela.wittkamp@ovgu.de](mailto:angela.wittkamp@ovgu.de)!  
Acceptable file formats: [.doc], [.docx], [.rtf], [.odt].