



Curriculum Vitae Europass

Personal Information

First name(s) **Bana**
/Surname (s) **BABUL**
Address (es) Chirignago (Venice)
Telephone (s)/ Mobile (s) 3510295092
Fax
E-mail banaa417@gmail.com
Nationality Italian
Date of birth 4/17/2004
Gender F

Job applied for / position/ preferred job/ studies applied for/personal statement

communication manager (i'd like to travel at work)

Work Experience

dates (from - to) 30/05/2022 - 22/06/2022

Occupation or position
held thyroswan

Name and address of
employer INSP (National Social Security Institute)

Type of business or
sector Collects contributions and provides pensions to private and public employees.

Main activities and
responsibilities Compilation and control of electronic files.

Education and qualification awarded

Dates (from-to) September 2018 - July 2023

Type of qualification High School diploma in Administration, Finance and Marketing – 71/100

Main subjects covered or
skills acquired Economics, Law, Political Economy, English, Spanish.
adaptive skills, managing and resolving conflicts, problem solving, listening skills,
presentation skills, adaptability to teams and working groups, communication, organizing.

Name and address of
organisation providing
education and training Technical Institute I.I.S Luzzatti Gramsci
Via Perlan 17, 30174 Mestre (Venice)

Level of qualification EQF 4

Personal skills and competences

Mother tongue(s) Italian/Bengali

Other language(s) Hindi

Self-assessment

European Level (*)

Inglese**Francese****Spagnolo**

Understanding		Spoken		Writing
<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>	
B1	B2	B1	B2	B1
B1	B2	B1	B1	B1

(*) Quadro comune europeo di riferimento per le lingue

Communication skills li

ability to relate and actively listen, to work in a team and to play as a team. inclination to insert in new, multicultural contexts and to create positive relationships in them.

Organisational/managerial skills and competences

flexibility, ability to work independently, organization and time management, compliance with deadlines, good resistance to stress.

Job-related skills

Good economic and Management skills

Computer skills

-Good command of laptop
 -E-mail management and web browser
 -Use of office package (PowerPoint, Excel, Word);
 -Use of Google Docs; Google Forms, Google Slides.
 -Good capabilities in using programs to edit photos and videos

Artistic skills

Ability to design drawings, photography and graphic design

Other skills

Predisposition and ability to work in groups

Driving licence

In the process of obtaining a License B.

Additional information

participation in:
 -project "Simulimpresa"
 -thyroswan in INPS (107 hours)
 -I took a health and safety course at the workplace (8 hours)
 -I took part in the Move projects, which included 40 hours of classes with an English teacher in Italy and 2 weeks of study trips to Edinburgh.

Mestre – Venezia, 15 May 2023

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In compliance with the Italian D.L 196/2003 and G.D.P.R. 679/16 I hereby authorize the recipient of this document to use and process my personal details for the purpose of recruiting and selecting staff and I declare that I am informed of my rights in accordance with art. 23 of the above mentioned decree. I hereby allow my personal details to be handled fairly by companies, societies and any organizations which cooperate with You, respecting my right to privacy. Besides I authorize to use my personal details also by electronic ways and/or automated equipments to link the details with those of other people, according to quality and quantity criteria