

Curriculum Vitae Europass

Personal Information

First name(s) **Emine**
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 E-mail emine.boshnak044@gmail.com
 Nationality Macedonian
 Date of birth 31/05/2004
 Gender F



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

employed in a company administrative branch, secretary

Work Experience

dates (from - to)

Occupation or position
held

employee for managing documents through a specific office portal.

Name and address of
employer

Servizi Portuali Adriatico Srl - via Salamonio, 3/6 -30175 Marghera/VE

Type of business or
sector

Main activities and
responsibilities

Education and qualification awarded

Dates (from-to)

From September 2018 to June 2023

Type of qualification

High school diploma in International Business Studies - 73/100

Main subjects covered or
skills acquired

International Relations, Business, Law, English, Spanish, French

Name and address of
organisation providing
education and training

IIS L.Luzzatti, Via Perlan 17, 30174, Mestre Venice (Italy)

Level of qualification

EQF4

Personal skills and

competences	Italian, Turkish				
Mother tongue(s)	English, Spanish, French				
Other language(s)					
Self-assessment	Understanding		Spoken		Writing
European Level (*)	<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>	
Inglese	B1	B1	B1	B1	B1
Francese	B1	B1	B1	B1	B1
Spagnolo	B1	B1	B1	B1	B1
	(*) Quadro comune europeo di riferimento per le lingue				
Communication skills li	<p>Able to develop and maintain good human relationships.</p> <p>Ability to work independently and in a team.</p> <p>Ability to communicate.</p> <p>Good communication skills and integration with others.</p>				
Organisational/managerial skills and competences	<p>Good organizational skills</p> <p>Planning skills.</p> <p>Quick learning of the tasks to be performed.</p> <p>Market orientation.</p>				
Job-related skills	<p>Good ability to adapt to multilingual environments.</p> <p>Linguistic knowledge</p>				
Computer skills	<p>Good ability to use the Microsoft Office package.</p> <p>Good skills with accounting software.</p> <p>Good skills in using programs (Excel, Word, Gmail, Google Chrome, Social media)</p>				
Artistic skills					
Other skills	<p>Good ability to work independently and in a team.</p> <p>Knowledge of accounting principles.</p> <p>Ability to interact with people in different languages.</p>				
Driving licence	B in progress				
Additional information	<p>safety curse 4 hours</p> <p>Project "SIMULIMPRESA"</p>				

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