



Curriculum Vitae Europass

Personal Information

First name(s) **Nadia**
/Surname (s) **SHARDAR**
Address (es) Via Giovanni Querini 1/B
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Fax
E-mail shardarnadia05@gmail.com
Nationality Bangla
Date of birth 1/6/2005
Gender F

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

Human resources manager

Work Experience

dates (from - to) From 2017 to 2020

Occupation or position held Cashier in a shop

Name and address of employer Sarder Amana Akter
Address of the shop: Via Piave 65, Mestre (VE)

Type of business or sector Family business in the economic sector

Main activities and responsibilities Customer service and shop cleaning
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dates (from - to) From 30/05/2022 to 24/06/2022

Occupation or position held Name of the agency: Bortoli assicurazioni Snc

Name and address of employer Marco Tomaiuolo
Address of the activity: Via Galleria Teatro Vecchio, 6 Mestre (VE)

Type of business or sector Insurance agency

Main activities and responsibilities Basic job tasks

Education and qualification awarded

Dates (from-to) | From 2018 to 2023

Type of qualification | Degree in Marketing International Business - 63/100

Main subjects covered or skills acquired | Spanish, English, French, Economy and Law

Name and address of organisation providing education and training | IIS Luzzatti Gramsci

Level of qualification | EQF4
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Dates (from-to) | From 30/05/2022 to 24/06/2022

Type of qualification

Main subjects covered or skills acquired

Name and address of organisation providing education and training

Level of qualification

Personal skills and competences

Mother tongue(s) | Italian and Bangla
English

Other language(s) | French
Spanish

Self-assessment	Understanding		Spoken		Writing
European Level (*)	<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>	
Inglese	C1	C1	C1	C1	B2
Francese	A2	B1	A2	A2	A2
Spagnolo	B1	B1	B1	B1	B1

(*) Quadro comune europeo di riferimento per le lingue

Communication skills li | Good communication skills acquired through school experience.
Good presentation skills, able to develop and maintain a good relationships with coworkers.
Ability to work independently or as part of a group.

Organisational/managerial skills and competences | Good ability to solve problems,
Good organisational skills
Can learn the job rapidly
Good ability to manage projects

Job-related skills | Excellent ability to adapt to multicultural enviroments

Computer skills | Good command of PC hardware,
Good skills with accounting software,
Excellent capabilities in using the Microsoft Office package,
Excellent ability to use programs to edit photos and videos

Artistic skills

Other skills	
Driving licence	
Additional information	In possession: B2 certificate in English Certificate online safety course of 4 hours

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