

Ganjina Valieva

Budapest | +36205140086 | ganjinavalieva30@gmail.com | www.linkedin.com/in/ganjina-valieva-4a5868291

EDUCATION

Budapest Business University	Budapest, Hungary
<i>Bachelor's degree in Business and Management(studies held in English)</i>	<i>Graduation Date: Feb 2027</i>

WORK EXPERIENCE

National Union of Students in Hungary (HÖÖK)	Budapest,Hungary
Student Mentor	<i>Jul 2024 - Present</i>

- Assisted 50 international students in navigating educational challenges, resulting in a 30% increase in academic performance and retention rates.
- Promoted cross-cultural understanding and integration by organizing cultural exchange events attended by 100+ students, aligning with the Ministry for Foreign Affairs and Trade's goals.
- Provided personalized mentoring to 25 international students, fostering a sense of community and belonging on campus.

AIESEC	Budapest,Hungary
Member of Incoming Global Talent	<i>Sep 2023 - Apr 2024</i>

- Coordinated pre-arrival logistics for 50 international partners, ensuring smooth transitions upon arrival and setting the stage for successful integration processes.
- Organized and facilitated 10 seminars on cultural adaptation, local customs, and bureaucratic procedures, resulting in a 90% increase in partner satisfaction with their transition experience.
- Met with 5 partners at the airport to provide personalized support and guidance, assisting them in navigating the initial stages of integration into the country and reducing their stress levels by 70%.

Nexus Technology, Tajikistan	Khujand, Tajikistan
Customer Support	<i>Feb 2022 - Aug 2022</i>

- Managed over 100 daily inquiries, resolving issues and providing positive feedback, increasing customer satisfaction by 25%. Reported to management, contributing to improved support strategies..
- Coordinated scheduling, data entry, and inventory management, boosting office efficiency by 20%. Prepared accurate reports and presentations for senior management.
- Enhanced workflow and productivity by 15% through cross-functional teamwork. Organized team-building activities and mentored new staff for smooth integration.

PROJECT EXPERIENCE

Technology Park Tajikistan - UNDP	Khujand, Tajikistan
Project Coordinator	<i>Oct 2021 - Feb 2022</i>

- Excel Courses for Girls: Led a project teaching Excel skills to young girls, boosting their proficiency by 30%.
- Youth Recruitment Initiative: Managed a recruitment program for at-risk youth, achieving job offers for 40% of participants.
- Job Skills Workshops: Organized employability workshops, increasing job application success rates by 25%.

MIR Tajikistan	Khujand, Tajikistan
Journalist	<i>Oct 2021 - Feb 2022</i>

- Organized a citywide photo competition to capture main attractions, boosting community engagement.
- Manager, Center for Civilians' Freedom: Led initiatives to promote civil liberties and freedom of expression.
- Journalists' Roundtable: Facilitated discussions on the future of journalism in Tajikistan, enhancing industry dialogue.

Red Crescent Tajikistan	Khujand, Tajikistan
Project coordinator	<i>Aug 2019 - Oct 2021</i>

- Eco Activism Event: Organized a river cleanup involving 200+ citizens, boosting community environmental awareness.

- Fundraising for At-Risk Populations: Led a successful fundraising initiative, securing substantial support for vulnerable groups through effective task delegation and stakeholder negotiations.
- Hospital Event for Children with Disabilities: Coordinated a supportive event for children with disabilities, fostering community engagement and support

LEADERSHIP EXPERIENCE

BEE Mentorship Program	Budapest, Hungary
Mentor in Marketing and Communication team	Mar 2024 - Present
<ul style="list-style-type: none">• Managed Project Execution: Ensured effective implementation of marketing campaigns and communication strategies.• Managed Project Execution: Ensured effective implementation of marketing campaigns and communication strategies.• Fostered Team Collaboration: Encouraged teamwork and idea-sharing within the team.	

TajRupt	Khujand, Tajikistan
Student Concil	Sep 2020 - Jul 2021
<ul style="list-style-type: none">• Advocated for Student Interests: Represented student concerns to school administration, successfully advocating for changes and improvements based on feedback.• Managed Fundraising Activities: Coordinated and led fundraising efforts to support school programs and community service projects.• Reviewed and Improved Projects: Evaluated and provided feedback on peer projects, helping to enhance their quality and effectiveness.	

SKILLS & INTERESTS

Tajik Persia- Native, Russian-C2, English-C1, Microsoft Office: Advanced proficiency in Excel, Word, and PowerPoint,
Skills: Stakeholder Communication, Resource Allocation, Project Tracking, Change Management, Team Leadership, Problem Solving, Client Management
Volunteers at festivals, Participates in workshops to acquire new skills and stay current with industry trends.
Interests: Networking: Organizes and attends meetings to integrate quickly and build professional relationships.Recreational Activities: Enjoys blogging, event management, traveling, photography, modeling, dancing, and sports.