

ADIBA GHANI

AVAILABLE FROM SEPTEMBER

PROFILE

Currently a high school graduate student, looking for an apprenticeship in the field communication, communications officer

 06 95 47 16 80

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EDUCATION

BACCALAURÉAT STMG, SPECIALIZATION IN HR (HUMAN RESOURCES AND COMMUNICATION), 2022-2024

- Management
- Law and Economics
- Human Resources and Communication

EXPERIENCE

EUREKA, GOUSSAINVILLE

Volunteer, September 2022 -August 2024

- Preparation of workshops and lessons in English and French for middle school students with a tutor
- Assisting with community events and activities

PROJECTS

COLLABORATIVE HOMEWORK - THE CREATION OF A WEBSITE, STUDENTS CAN POST THEIR HOMEWORK ASSIGNMENTS FOR REVIEW

- Designing the prototype using Figma
- Creation of a discord server for my class
- Developing the website with my sister, an engineer in computer science
- Presenting the idea to Eureka association to help students with mentors

HOBBIES

- Passionate badminton player
- Experienced cultural explorer through India road trip
- Dedicated to mastering cosmetology for empowering confidence

HARD SKILLS

COMPUTER SKILLS

- Photoshop
- Excel
- Microsoft Office (Word, PowerPoint)
- Canva
- Notion
- Wordpress, Wix

PROJECT MANAGEMENT SKILLS

- Agile
- Scrum

MANAGEMENT TOOL

- Jira
- Trello

SOCIAL MEDIA

Advertising management on TikTok, Instagram, and Facebook.

SOFT SKILLS

- Communication Skills
- Teamwork
- Creativity
- Active Listening
- Critical Thinking

LANGUAGES

- FRENCH : native language
- ENGLISH : fluent
- HINDI : fluent
- OURDOU : fluent