

Nawelle GHEBGHOUB

 (+33) 7 69 66 10 31

 nawelle.basse@hotmail.fr

 <https://www.linkedin.com/in/nawelle-basse-01726312a>

EXPERIENCE

MBA ESG

Business School, Paris 11ème arrondissement

Internship Officer / oct. 2020 - janv. 2021

- Administrative management (1,500 students)
- Providing internship agreements according to rules and laws
- Incubator requests management

Pedagogical and Administrator Officer / 2017 - 2020

- Administrative management (1,500 students) throughout the period of study.
- Reporting of grades and preparation of exams, semester councils and graduation juries.
- Ensuring the communication between students, hierarchy and lecturers

URSAFF ILE DE FRANCE

Government Agency, Paris 19ème arrondissement

Contributor Relationship Specialist / 2016

- Respond to various requests from contributors on legal obligations to declare social contributions
- Inform contributors about the financial situation (while respecting the principle of confidentiality)
- Transfer requests to dedicated department

GREAT AGENCY

Events Agency, Paris 8ème arrondissement

Junior Marketing and Communication Manager / 2016

- Development of the visual identity
- Participation in the recruitment process
- Suppliers relationship
- Competitive intelligence

EDUCATION

Business Skills Certificate : Management of International Operations (Import/Export)
FRENCH CHAMBER OF COMMERCE AND INDUSTRY (2021)

Bachelor's degree in Project Management
IUT DE MEAUX - UNIVERSITE PARIS EST (2012)

Bachelor's degree in Foreign Languages applied to International Trade (English / Spanish)
PARIS III - LA SORBONNE NOUVELLE (2011)

SKILLS

- Computer skills (MS Office, Google Drive, Canva, Social media, Research)
- Flexibility and adaptability
- Verbal and written communication

LANGUAGES



French :
Mother tongue (C2)



Italian
Beginner (A2)



English :
Upper Intermediate (B2+)



Spanish :
Intermediate (B1)