Siham Khanji
Project Manager

📍 Tripoli, Lb.
📞 +961 76 593322
✉ Sihamkhanji@gmail.com
in Sihamkhanji
👤 Sihamkhani's Portfolio

EXPERIENCE

Assistant Manager   *Mar2021- May2022*
- At Nourish - FZCO
  - Assisting the manager in organizing, planning
  - Measure the work progress and prepare monthly plan
  - Build Product bugs and new features sheet
  - UI/UX and functionality testing of the website

Projects Coordinator   *Sep2021-Mar2022*
- At Ourjouwan
  - Set up management, documentation, and visual collaboration tools
  - Test and maintain existing projects (Testing the UI/UX and functionality of software)
  - Assist in the initialization phase of a project
  - Documents the solution, technically and non-technically (projects structure and user manuals...)
  - Work on the company and projects online presence (mainly responsible for our main project) - Social media content, Prepare and sent newsletters using MailChimp and ElasticEmail

PROJECTS

UX designer – Human centered approach   *Jul2021*
- Guided is a mobile app that serves as a collective database offered by specialists in every field for every field while connecting the askers to these specialists.
  - Specifying the problem using Impact-Effort Matrix
  - Creating a survey in order understand our end-user
  - Interviewing people and discussing the problem and the possible solutions with them plus creating personas
  - Creating a low and a high-fidelity prototype using Miro and Figma
  - Design critique in order to analyze a design, receive and give feedback on the low fidelity prototype
- This Project was done in three weeks during Young Tech Leaders Workshop

Team leader   *Jun2020*
- I was responsible of five other students to develop a C# window form application similar to zoom and Google meet, connects two users under the same network, to share video calls, with additional features such as screen share, white board and file transfer.
  - This project was done in two months
  - Networking Course Project, during my bachelor at BAU

Educations
- Google Project Management: Specialization
  - Jun 2022
  - Coursera
- Bachelor Degree - Communications and Electronics Engineering
  - Aug2017- Jun2021
  - Beirut Arab University CGPA = 3.96
- Become a Project Manager
  - Feb 2021
  - LinkedIn
- Product Analytics Certification (PAC)
  - Aug 2021
  - Product School

SKILLS
- Flexible & Adaptable
- Planning & Managing
- Risks Management
- Communication Skills
- Leadership Skills
- UX skills

LANGUAGES
- Arabic - Native
- English - Upper Intermediate
- French - Elementary

PROGRAMMING LANGUAGES
- HTML, CSS, Bootstrap
- JavaScript, TypeScript

TOOLS
- Asana
- Miro
- Confluence
- ClickUp
- Notion
- Figma

INTERESTS
- Reading
- Hiking
- Writing
- Yoga