

HANAN EL TASSA

Brazilian - Lebanese | Lebanon – Beirut

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WORKING EXPERIENCE & INTERNSHIPS

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|---|--|------------------------------|
| Feb 2023 – June 2023 | <i>Relationship Builder Clerk</i> | Dubai - United Arab Emirates |
| <ul style="list-style-type: none">Entered and Prepared data sheet using Google form.Monitored and reported changes on the dashboard.Reviewed and Prepared both daily and weekly reports.Analyzed and reported on sales figuresChecked records using Zoho, Ziwo, Mixpanel, and ERP.Assisted to update client's records and sending introductory and requested information to clients. | | |
| Nov 2022 - Dec 2022 | <i>Volunteer Spectator Services</i> | FIFA - Doha, Qatar |
| <ul style="list-style-type: none">Provided wayfinding and assistance to spectators inside and outside the stadium.Assisted spectators to activate their ticketing app on the phoneChecked spectators' tickets for the match before they enter the stadium security screening areaDirected spectators with ticket issues to the ticket assistance points. | | |
| Jan 2022 - Feb 2022 | <i>Internship Data Entry & Advertising</i> | Kamal Hibri and Co. - Beirut |
| <ul style="list-style-type: none">Entered and Prepared data sheet using Microsoft Excel.Researched and retrieved requested data and load information onto prescribed databases.Review data for deficiencies or errors, and correct any incompatibilities.Organized schedules and contacts with outside vendors.Developed a social media advertising campaign for new products. | | |

EDUCATION

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| 2017 - 2019 | <i>General Science Secondary Certification</i> | <i>Rafid Public High School – Rafid</i> |
| 2019 - 2022 | <i>Bachelor of Telecommunication Engineer</i> | <i>Lebanese International University - Khyara</i> |
| 2022 - Present | <i>Master of Computer and Telecommunication Engineer</i> | <i>Lebanese International University – Khyara</i> |

CERTIFICATIONS & TRAININGS

- (2021) Digital skills in python programming WFP-AUB program
- (2021) Digital skills in the basics of Front-End web development WFP-AUB program
- (2021) Youth Empowerment Program KRM-AI Rawhaa Charity-QLT solution
- (2022) Office Word 2016 ,Microsoft Office Specialist
- (2022) Office Excel 2016 ,Microsoft Office Specialist
- (2022) Web Design, Mercy Corps and TCP

PROJECTS

DENTAL CLINICAL MANAGEMENT SYSTEM

- Developed using Laravel Framework and supported by SQL database and Bootstrap.

TECHNICAL SKILLS

- Python, JavaScript, Java, HTML, CSS , PHP , jQuery
- Laravel , Node.js , Express.js , WordPress.

- Professional use of Microsoft Office Suite products.
- Proficient in Auto-CAD, NetBeans, Android studio, Proteus, Cisco Packet Tracer, and LabVIEW software's.

SOFT SKILLS

- Fluent in English, Arabic, and Portuguese written and spoken.
- Excellent written & verbal communication skills including presentations, reports, user manual and Emails.
- Team-playing mentality joined by getting work done throughout tight deadlines and difficult constraints.