

Hanin A. Kanaan

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EDUCATION

Lebanese International University *Tripoli, Lebanon* *2020 – Present*
Faculty of Sciences
Master of Sciences, Computer and Communication Engineering

Lebanese International University *Tripoli, Lebanon* *2016 – 2020*
Faculty of Sciences
Bachelor of Sciences, Computer and Communication Engineering

EMPLOYMENT & TRAININGS HISTORY

CRAVE TRADING – Administrative Assistant/HR Personnel/GM Secretary Dec 2020 – Nov 2021
Doha, Qatar

- *Maintain GM's agenda and assist in planning appointments, board meetings.*
- *Attend meetings and keep minutes.*
- *Handle and prioritize all outgoing or incoming correspondence (E-mails, letters, packages, etc.).*
- *Handle confidential documents and ensure they remain secure.*
- *Maintain electronic and paper records, ensuring information is organized and easily accessible.*
- *Responsibility for the petty cash.*
- *Conduct new employee orientations.*
- *Oversea recruitment and hiring process.*
- *Maintain employee records.*
- *Arrange employee attendance.*
- *Perform other related duties as required from time to time.*

SHIFT – Cybersecurity Essentials-dot. Feb. 2020 – Apr. 2020
Tripoli, Lebanon

- Foundation-level knowledge of common security concepts and techniques

SHIFT – Business Development Training (USAID) December 2019
Tripoli, Lebanon

- Become familiar with basic business concepts (Operation, marketing, finance, legal, saving schemes).
- Obtain the fundamental keys to start a business (Planning, financial decisions, and legal activities).
- Learn more about the Lebanese labour law.

SHIFT – IT Essentials-dot. Nov. 2019 – Jan. 2020
Tripoli, Lebanon

- Develop critical thinking and problem-solving skills.
- Install, configure, and troubleshoot computers and mobile devices
- Identify common security threats (phishing and spoofing)

Volunteer – Spirit of Youth

2016 – 2018

Tripoli, Lebanon

- Building self-confidence, learning new life skills.
- Gaining knowledge and understanding of society

Volunteer – Al Muntazah Health Centre

June 2013 – Sep. 2013

Doha, Qatar

- Communicating with attendees and data entry.

LANGUAGES

Arabic: Native Language

English: Full Professional Proficiency

KEY SKILLS AND CERTIFICATIONS

Computer Skills

Proficient in Microsoft™ Office® (MS Word, MS Excel, MS PowerPoint)

Web Development (HTML-CSS-JavaScript-PHP-MySQL)

App Development (Java-Android Studio)

REFERENCES

Available upon request