

Amina Jawhar

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Passionate about learning business concepts and possess the ability to handle work pressure and customer issues professionally.

Skilled in developing business plans, requirements specifications, user documentation.

Ability to prioritize tasks and work in a team environment.

Skills

Soft Skills

- Problem solver
- Team work
- Communication
- Organized
- Creative thinking
- Time management
- Flexible
- Attention to details
- Patience
- Responsibility

Technical skills

- MS Office (Word, Excel, PowerPoint)
- Data Modeling
- BPMN
- Databases
- Statistics
- Data analysis
- Data Collection
- SPSS
- Data management
- Data Structure
- Web development

Languages Proficiency

- **Fluent:** Arabic
- **Intermediate:** English, French

Education

Lebanese University -Faculty of Business Administration

Master degree in Management Information System Sep 2019-Present

BS degree in Management Information System

Sep 2016-Sep 2019

Work experience

SHiFT - Social Innovation Hub

Volunteer Sep 2021-Present

- Attending a vulnerability assessment training.
- Filling a VA on field through door-to-door visit to households.
- organizing children's events and activities.
- Filling the CV through Phone calls depending on existing data.
- Distributing the SE's products and services.

Intelligile

Internship Feb 2019-Feb 2020

- Worked on Business Process Model and Notation (BPMN).
- Worked on software development life cycle.
- Worked on the requirements for a business architect software (elicitation, specification, analysis, validation).
- Created User personas and documentation.

Trainings

CARE International

Protection mainstreaming and gender in emergencies training

CARE/Shift Nov 2021

PSEA

- Prevention and control of sexual abuse during and outside working hours.

Shift/Oxfam/Green Track

Mentorship with Makani program

- 60 hours Outreach in raising awareness about waste storing.

Trace - training and consulting experts

- Several workshops about Creative thinking, Problem solving, marketing, customer service.

Intelligile/Eknovate

- Worked on Business modeling (BPMN) and business concepts.
- Worked on creating weekly and daily reports about team achievements.
- Worked on creating meeting minutes for each meeting.
- Trained in Presentation skills, Research skills, stress management, time management, team work and documentation.

Certificates

DisasterReady.org May 2022

Project Management course

CARE 30 Mar&1Apr 2022

Protection mainstreaming and gender
in emergencies

Nucleus Ventures Apr-Oct 2021

BACKEND Program Development

Front End Program Development

Trace Sep-Oct 2020

Career Readiness Program

CISCO Jun-Jul 2020

CISCO Cybersecurity

Introduction /essentials

Intelligile Feb 2019-2020

Eknovate-Intelligile CSR