Mirna Eid

Saida -Lebanon , LinkedIn
Cell: +961-70-462274, mirnaeid_89@hotmail.com.

Career Objective:

I am looking for a challenging position to expand my knowledge and secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Core Skills and Competences :

• Data & Decision Analysis	• Project Management
• Quality Controller	• Organization
• Leadership	• Microsoft Office Tools
• Quick Testing on Program	• Python , R , Trello

Professional Experience:

Customer Support & Data Entry | Registration Center Ministry of Interior & Municipalities
January 2017 – Present | Saida, Lebanon

- Organizing car registrations.
- Renewing car licenses.
- Organizing driving tests processes.
- Preparing international driving licenses.

Quality Assurance & Help Desk Coordinator | Eduware
January 2012 – January 2016 | Beirut, Lebanon

- Organizing student's grades in database.
- Managing the schools financial and accounting system.
- Following up with the clients .
- Identifying and tracking bugs throughout testing.
- Collaborating with internal teams (developers and product managers) to identify system requirements.
- Training and testing different programs related to the organization (financial modules programs, School information system modules programs)
- Cooperating between the Ministry of Education and schools through the MEHE program

Education

American University of Science and technology |2008 - 2012
BA Business Administration – Finance GPA (3.3/4)
Senior Project: Prepared the financial part to a strategic business model for an industrial company which transforms wastes to electrical energy (Degree A)

Lycee Official Libaa Saida – Lebanon | 2006 - 2008
Lebanese Baccalaureate in Sociology & Economics

Relevant Courses:

International Finance - Portfolio Analysis - Corporate Finance - Banking Operations -Risk Management

Certificates and Training:

WozU- Workforce Data Science Program with USAID and Tech Hub.
February 2022 - June 2022 | Saida, Lebanon.

Those are the models we have taken:
- Basic Statistics
- Statistical Programming in R
- Programming Foundations Python
- Metrics and Data Processing
- FSW Agile Project Management
- Intermediate Statistics

Internship | Lebanese Canadian Bank
September 2010 | Saida, Lebanon
- Demonstrating effective customer service by phone and in person.
- Assisting employees in daily transactions.
- Conveying loan requirements and other bank services to customers.
- Organizing and gathering information on clients.

Volunteer :

My voluntary involvement in Pastoral work has gained me relevant skills such as leadership, organization, communication, team work and problem solving.

Languages:
I am fluent in Arabic, French and good in English