JANA SIBLANI

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Objective:

Support the MIS functions and operations in the company using my academic and professional experience.

Education:

Management Information System

University of Science and Arts in Lebanon (USAL), Beirut

Fresh Graduated. July 2021-2022

English Literature

Faculty of Letters and Human Sciences (LU), last year, Beirut

Digital Marketing

Antonine University. (UA), M1, Baabda ,23 September 2022-2023

Experience:

- University of Science and Arts in Lebanon (USAL)

Work: October 2021 Present
- Working as an administrative assistant dean for faculty of management, finance, and economics with cooperating my MIS skills.
- Organize and plan with the logistic department with my MIS skills and IT to facilitate the effective communications.
- Prepare communication, such as memos, emails, invoices, reports, and other correspondence.
- Manage accounts and perform bookkeeping.
- Database management, and calendar management.
- Research and analysis the requirements.
- Work on all Microsoft word, excel, outlook, PowerPoint, and SharePoint.
- (using the documentation developed and approved by USAL).
- Freelancer web Developments

Work: October 2020 Present

- responsible for the coding, design and layout of a website according to a company's specifications
- server-side frameworks such as python, Java, ASP, HTML.
- Experience with database systems such as SQL and Oracle.
- . Basic knowledge of Search Engine Optimization
- Ability to multitask with strict time constraints, budgets and business goals
- Strong communication skills

- Giya enjoy living company

Intern: June 2021
- Working as an IT team with cooperating my MIS skills member with Giya enjoy living company with team group.
- Coordinate with the security department as IT support (hardware/software) for staff if they need it.
- Checkup all equipment's and vehicles are safe, clean, and work.
- Organize and plan with the logistic department with my MIS skills and IT to facilitate the effective communications.
- Make troubleshoot for all PCs in the company and participate in changing control and production control processes.
- Identify and analysis the problems t
- Work as a part of a team and foster cooperation with other groups and departments.
- Provide the IT manger monthly report with documentation.
- Manage the logistics equipment's and follow up all report sheet.
- Work other tasks as assigned by management.
- (using the documentation developed and approved by Giya enjoy living)

- Private teacher Beirut

Work: 2017-2021
- Organization: Private Education, English Teacher, math, biology, chemistry, physics.

- Cahier   Beirut

Work: 2019
- At 2019, works a t different supermarkets.
- At 2019, provide a quick data entry and check all managements requirement.
- Marketing officer   Beirut

Work: 2019
- Organization: ELITE CLUB, Telesales (TS). Tales person by buying products

- At 2018, I achieved a sale growth of 33% for the company by 5 months.
- Teacher   Beirut Work: 2018
- Organization: Clever System Institute, English Teacher-Beirut 2018.

- I have work with 10 students in a different group to finish all study assignments
- Teacher: Beirut Work: 2018
- Organization: Al Jinan High School, English teacher.
- Improved the academic performance of grade 5 students by 30% by middle of the year.

- Teacher: Beirut Work: 2017-2018
- Organization: Dar Al Oulom High School, English teacher.
- Provide more lessons for 3 students to improve their writing skills by 25%.

- Teacher   Beirut Work: 2016-2017
- Organization: Elie School, English Teacher, biology, chemistry, physics.
- Provide 7 students special education for biology course to improve them themselves by the end of year.
- Teacher   Beirut Work: 2016
- Organization: Clever System Institute, English Teacher.
- I have work with 10 students in a different group to finish all study assignments.

Professional Development:

1- "Steer your career Certificate", ENJAZ Lebanon, May 2019
2- "Business Ethics Certificate", ENJAZ Al-Arab, April 2019
3- "English Workshop Certificate", Clever System Institute, February 2016 4- Cisco Networking Academy Certificate (December 2018).
5- USAL Talk Certificate (January 2021).
6- SPSS Workshop Certificate, USAL - University of Sciences and Arts in Lebanon (January 2022)
7- "Training on the updated version of the mail program" Approved by USAL university (February 2022).
8- "Corporation using Google Services Certificate", USAL - University of Sciences and Arts in Lebanon (February 2022)
9- "Object oriented programming course" USAL - University of Sciences and Arts in Lebanon (February 2022).
10- "The art of negotiation course" USAL - University of Sciences and Arts in Lebanon (February 2022).
11- "Protocol Rules and Principles course" USAL - University of Sciences and Arts in Lebanon (February 2022).
12- "Soft skills workshop" USAL - University of Sciences and Arts in Lebanon (April 2022).

Skills:

1. Languages: Arabic (native), English (fluent).
2. Computer Skills: Microsoft Office (word, excel, PowerPoint).
3. Personal skills: Excellent communicator, punctual, organized and reliable, flexible and able to work in multicultural and sometimes stressful environment with multi task , very good management skills, motivated , independent , ambitious, commitment, integrity, excitement, organization, passion and professionalism .
4. Excellent problem solving skills – able to identify, analyze and propose solutions to technical and business issues.
5. Using agile methodology.
6. The ability to work under pressure.
7. Strong technical skills.
8. Team working skills.