

MICHEL FADI HANNA

Joseph Kanaan Bldg., 4th Floor, Deir el Salib Street, Byakout, Lebanon · +96171764934
michelhanna1996.mh@gmail.com

I am actively seeking a position that enables me to cultivate both managerial and technical skills, contributing to my future career growth. My enthusiasm lies in gaining profound knowledge and experience within the tech and business worlds. Drawing from my adventurous and motivated personality, I am not afraid to take risks. I blend these qualities with a strong sense of accuracy, organizational prowess, and meticulous planning.

EXPERIENCE

FROM 2022 – PRESENT

JUNIOR TECHNICAL SUPPORT | STORE ADMINISTRATOR, CRYPTOSTORE LB – DBAYEH, LEBANON

- IT Support for Clients (Ledger Setups and Application Management)
- Remote support – Withdrawal & Deposits on Applications
- Act as a point of contact for internal and external communications.
- Data Entry and Record-Keeping
- Vendor & Stock Management

FROM 2021 – 2022

STORE ADMINISTRATOR, CRYPTOSTORE LB – DBAYEH, LEBANON

- Office Management: Oversee the day-to-day operations of the office
- Act as a point of contact for internal and external communications.
- Create, organize, and maintain documents, reports, and files.
- Data Entry and Record-Keeping
- Expense Management: Process and track expense reports.
- Vendor & Stock Management
- Generate reports and conduct basic data analysis as needed to support decision-making processes.

FROM 2018 – TO 2021

SALES REPRESENTATIVE, MIKE SPORT COMPANY – ZALKA, LEBANON

- Handle sales transactions
- Communicate with customers and assist them
- Ensure a smooth sales process.
- Keep the zone tidy and neat.

FROM 2016 – TO CURRENT

SKI INSTRUCTOR, WIKIPEAKS SKI SCHOOL – KFARDEBIAN, LEBANON

- Handling and monitoring students of different ages – 3 years +
- Setting appointments and organizing schedules for lessons.
- Attending trainings and meetings

- Communicating with the customers.

FROM 2013 – TO 2016

ASSISTANT MANAGER, ADVENTURE TEAM SKI SCHOOL – ZAAROUR, LEBANON

- Organizing Ski events with trainers: monitoring students of different ages.
- Handling receipt orders
- Handling Expenses
- Ecole du Ski Internship

FROM 2013 – TO 2016

ASSISTANT CAMERA MAN, MEDIA SQUARE FOR EVENTS AND WEDDINGS – ANTELIAS, LEBANON

- Assisting camera man during event
- Handling camera equipment: assorting, monitoring and packing lenses

EDUCATION

2016 - CURRENT

COMPUTER SCIENCE, AUL - DEKWANEH.

2015

HIGH SCHOOL DEGREE, ROUMOUZ HIGH SCHOOL – ANTELIAS

SKILLS AND INTERESTS

- | | |
|---|--------------------------------------|
| • Excellent Skills in MS office | • Team Player |
| • Languages (Writing and Reading): Arabic and English | • Organized and punctual |
| • Social Media | • Communication & Negotiation skills |
| • Anything with a keyboard and screen. | • Technology |
| | • Love for Life. |

ACTIVITIES

- Spring/Summer 2017 - June 2017: Internship at Stingray Diving School
- Outdoor summer activities – June 2017: Zaarour Club

REFERENCES

Available upon request.