

Mohammad Ali Mhanna

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EDUCATION

BSc in Management Information Systems / 2016 - 2020

Al Maaref University, Beirut, Bir Hasan

WORK EXPERIENCE

Intern / IDS , Beirut

Jul / Aug -2018

- Prepared documentation requirements
- Prepared analysis of software
- Designed an interface using Axure Pro
- Performed user acceptance testing
- Rotated among various department

Intern / LRI,ILO Project, Beirut

2023-2024

Socioeconomic Data management for the green plan:

- **Data Entry:** Input collected data into the designated databases or data management systems.
- **Data Validation:** Cross-check data entries against established criteria or standards to ensure consistency and reliability.
- **Data Cleaning:** Identify and correct any missing, incomplete, or inconsistent data.
- **Confidentiality Management:** Adhere to strict confidentiality protocols when handling sensitive socioeconomic data.
- **Communication:** Collaborate with other team members, including project managers, researchers, and data analysts, to ensure effective communication of data-related matters.

- **Continuous Improvement:** Provide feedback on the data entry process and suggest improvements to enhance efficiency and accuracy.

Family Business / Tricot Mhanna, Beirut

2010 - 2023

wool knitting factory

- Handling various types of machines from designs to maintenance
- Customer service and orders organization

Certifications:

- LinkedIn Marketing Solutions Fundamentals - ID: apk66syhvk72
- Twitter Ads Manager Fundamentals - ID: 280678513
- Snapchat Essentials Certificate - ID: 280010787
- Google Ads Search Certification - ID: 123331596

Soft Skills:

- Multi-tasking
- Team worker
- Communication
- Growth Mindset
- Cultural Awareness

Technical Skills:

- Software and Hardware maintenance
- Various computer skills
- MS Office
- Various computer skills
- Google, Tiktok, Snapchat Ads