
Jana El Rifai

Lebanon

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EXPERIENCE

05/05/2025 -
Present

- **Platform Account Manager (Intern)**
ToRead SARL – Remote
 - Researched and sourced local and international opportunities (internships, fellowships, grants, etc.) from verified NGOs and official websites.
 - Published opportunities using WordPress, ensuring proper formatting, visual consistency, and SEO practices.
 - Collaborated with a remote team to maintain the platform's content flow and improve opportunity categorization.
 - Verified authenticity of opportunities and avoided reposting from competitors or unofficial sources.

15/1/2025 -
15/4/2025

- **PSS-PFA Facilitator**
Anera NGO – Liban
 - Provide tailored psycho-social support to children, youth, and adults through individual and group sessions.
 - Collaborate with community organizations and social workers for case management and referrals to mental health services, while adhering to confidentiality and child safeguarding policies.

24-7-2024 - 17-9-
2024

- **Web développement: (Frontend & Backend)**
Skilltim (France-Paris)
 - Built responsive websites using HTML, CSS, JavaScript, and WordPress.
 - Handled backend development with PHP and MySQL.
 - Managed WordPress themes, plugins, and integrations.

13/11/2022 -
10/3/2023

- **Accounting and auditing**
Walid Kayal Auditing Office(Lebanon-Tripoli)
 - Dealing with currency differences
 - Daily and monthly expenses
 - Bank deposits and bank transfers

EDUCATION

2021-2023

- **Faculty of Economics and Business Administration - Lebanese University**
Master's degree international finance and economic
72.4/100

2020-2021

- **Faculty of Economics and Business Administration - Lebanese University**
Bachelor's degree in Economic Sciences
79.25/100

COURSES/WORKSHOPS

- **Web design (NGO-Anera) : 2-4-2024 till 3-7-2024**
 - **Frontend:** HTML ,CSS(Framework : Bootstrap)
,JAVA SCRIPT (Framework : jquery).
 - **Backend:**PHP ,MYSQL
(including life skills, employment skills, and vocational guidance.)
- **Entrepreneurship (INJAZ NGO– Liban 2022):**
 - Communicate a clear, inspiring business vision.
 - Motivate teams and make tough decisions.
- **Lump taxation, social security, salaries & wages workshop: (RM Audit-Tripoli 4-1-2022).**

SKILLS

- Academic Skills: Private Tutoring, Financial Literacy ,Data Analysis ,Web Development , Accounting Tasks , Psychosocial Support . Technical Skills: Microsoft office (excel,word, ppt,OneNote).

LANGUAGES

- English / French