Iman AL Hindawi

Project Coordinator

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As I was a Project Coordinator at Areeba, I led multi-region internal projects for the Infrastructure Team, and ensured success through planning, risk management, and monitoring all the Projects. I work in collaboration and team leadership. Also, I am fluent in English, Arabic, and I know the basic of French, Italian, Spanish, with expertise in Microsoft Project, Jira, Tableau, Power BI, SharePoint, ZOHO, Dynamic 365 Project Operations.

Employment:

- **UNRWA - Beirut, Lebanon**
  - **Data Management Assistance / April 2025–June 2025**

    Create a form on activity info and create a dashboards on POWER BI and as well as data cleaning and data quality and checking the data and import or connect to external data, and then shape that data on Power Query .

- **Areeba Fintech - Beirut, Lebanon**
  - **Project Coordinator / MAR 2022– MAR 2025**

    Managing projects for Areeba across regions for IT Infrastructure Team, overseeing stakeholder identification, requirement analysis, risk assessment, resource allocation, detailed project planning, and ongoing project monitoring for timeliness and quality.

    Create work breakdown structure (WBS)

    Create and define project timelines, dependencies, milestones, and deadlines, assign roles and responsibilities for each task.

    Implement Project Budgeting / invoicing and time -phased forecasting for resources.

    Prepare the project plan and resource allocation on MS Project & Zoho Project

    Create All the projects related to our team in MS Project & Zoho Project

    Extract reports for All the projects and reports for Resources Allocation and hourly logging for the team

    Coordinate with Infra senior manager and CTO and Project Manager

    process all the IT Invoices, Budgeting, IT archiving and prepare a soft copy for all the Invoices.

    Assign All Jira Tickets to the IT Teams daily.

    Prepare /Update the IT Opex and IT Capex

Education:

Bachelor's degree in
Management Information System   **June 2022**
Lebanese International University – Beirut, Lebanon

Certificates:

- Project Management Professional (PMP)   June 2025
- Financial Boot camp, at the Nawaya Network   Aug 2021
- Understanding Research Methods at Coursera   June 2023
- Google Data Analytics at Coursera   Feb 2024
- Training Micro Work at DOT   Sept 2024

SKILLS:

- Tableau and Power BI
- Power Query
- Dynamic 365 Project Operations
- MS Project and ZOHO & Jira
- Data Cleaning, Data Quality
- Data Modeling
- Basic in MYSQL & Java
- Google Form and Activity Info
- Microsoft Teams and Outlook
- Microsoft Office (Word, Excel, PowerPoint)
- Visio
- SharePoint

References:

Georges Abou Zeidan **IT Infra Senior Manager**
9613792999
Elie Soukayem **CTO:**
9613935672
Carine Salloum **IT Director:**
96176302020