

Hanaa Eljachi

T: 0096176641920 – 00971588775836

E: hanaaeljachi@gmail.com

Linkedin: www.linkedin.com/in/hanaa-el-jachi-69b716212

Address: Beirut, Lebanon

SUMMARY

I am a highly motivated and results-driven Project Coordinator with a solid base in Fintech. I seek to leverage my expertise through a challenging opportunity and aim to contribute my passion for learning and developing innovative solutions within the Fintech field.

EXPERIENCE

Business Coordinator

at Grades for Consulting & Development

📅 08/2024 - 11/2024

- Prepared organization charts, job descriptions, monthly report, company profile, etc...
- Handled coordination with internal and external stakeholder's
- Organized and managed the CEO's meetings and reminders.
- Introduced the company's services to potential clients

Fintech Project Coordinator

at Ja Square

📅 08/2022 - 06/2024

- Discover and study new Fintech business models: Banking-as-a-Service, core banking systems, Software-as-a-Service, digital wallets, open banking, and payment gateways
- Identify and evaluate potential vendors.
- Coordinate and conduct meetings with vendors.
- Discuss commercial proposals with potential vendors.
- Prepare business plans for different geographic regions, including company overviews, financial projections, compliance and AML (Anti-Money Laundering) procedures, user manuals, and marketing strategies.
- Apply for an e-wallet license.
- Apply for business accounts at Electronic Money Institutions (EMIs).
- Conduct research and organize findings into tables and reports (Word/Excel)

Executive Assistant

at Ja Square

📅 08/2022 - 06/2024

- Organized and managed the CEO's meetings and reminders.
- Drafted, edited, and proofread emails, agreements, and other documents.
- Executed daily activities, including handling phone calls, responding to inquiries, and greeting guests.
- Oversaw office supplies and equipment, ensuring availability and functionality.
- Coordinated and organized conference room reservations and meetings.
- Conducted research and organized findings into tables and reports (Word/Excel).
- Managed development projects for the company.

EDUCATION

Bachelor's in Hospitality Management

Haigazian University

📅 2016 - 2020

High School Diploma – Life Science

European Lebanese School

📅 2010

LANGUAGE

Arabic Native

English Proficient