Zeinab Khalifee

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Objective

Motivated Management Information Systems graduate with a foundation in Accounting (BT, 2020) and a passion for using technology to optimize business operations. Gained hands-on experience in data automation, ERP systems (Odoo), and administrative support through internships and work-study roles. Known for being detail-oriented, proactive, and eager to grow in fields such as data analytics, systems integration, and digital solutions.

Education

From 2021	**Al-Maaref University**	Beirut, Lebanon
	Bachelor in Management Information System	
	Graduated in 2024	
From 2018	**CIS college**	Beirut, Lebanon
	Accounting and Computer Services	
	Graduated in 2020	

Experiences

2024-October 2025	**Data Entry Clerk – Provista**	Beirut, Lebanon

- Enter daily sales and supplier information and maintain accurate product records for sugar and canned food items.
- Assist in preparing invoices and organizing delivery receipts for customer and supplier transactions.
- Support the team with basic accounting and inventory follow-ups to ensure smooth daily operations.

2021-Present	**Freelance Document & Presentation Specialist**	

- Create professional, client-ready reports and documents using Microsoft Word, tailored for business, academic, and technical purposes.
- Design impactful PowerPoint presentations for meetings, training sessions, and professional proposals.
- Collaborate with diverse clients to deliver polished, well-formatted content under tight deadlines, ensuring accuracy and clarity.

2024	**Harkous Foods**	Beirut, Lebanon

Position held: IT Intern
- Supported the restaurant's IT operations by maintaining and troubleshooting computer systems to ensure smooth daily performance.
- Provided technical assistance for hardware and software issues, contributing to workflow stability and system reliability.
- Assisted in setting up and updating point-of-sale (POS) systems, ensuring proper connectivity and data synchronization across departments.

2024	**ERP-Cloud**	Beirut, Lebanon

Position held: Technical Development Intern
- Developed and executed Python-based web scraping scripts to automate data collection and improve data accuracy.
- Assisted in designing and customizing website components using Odoo ERP, contributing to enhanced system usability.

- Collaborated with the development team to test, debug, and document new ERP modules, ensuring smooth integration into business workflows.

2022-2024   **Al-Maaref University**   Beirut, Lebanon

Position held: Administrative Assistant (Work-Study)
- Handled data entry, managed sales invoicing, and archived records with attention to detail and accuracy.
- Supported the MIT Department by assisting during courses and providing peer tutoring in Excel and administrative tasks.
- Collected, organized, and formatted email and contact data into Excel databases to streamline communication and reporting processes.

Project

Micro Hospital Website (Senior Project)

- Built a web application for booking medical appointments
- Technologies used: HTML, CSS, JavaScript (frontend), PHP (backend)

Certifications:

- **Certified website development with WordPress:** Issued by Coursera, November 2025
- **HR competency-based job analysis: job description and job interview:** Issued by Al-Maaref institute, March 2024
- **IT Security:** Issued by Al-Maaref institute, March 2022
- **Network Fundamentals:** Issued by Al- Maaref institute, March 2022
- **HTML Essential Training:** Issued by LinkedIn Learning, August 2022
- **CSS Essential Training:** Issued by LinkedIn Learning, August 2022

Skills

Languages: Good command of English, Fluent in Arabic, Native in French (Writing, Reading, And Speaking).
Computer Skills: MS word, PowerPoint and Excel.
Research Skills: Report Writing, Analysis, critical thinking, Planning And scheduling.
Technical Skills: HTML, CSS, Python, JavaScript, MySQL, Odoo, Social Media Marketing, cyber security, ERP, Project Management, Programming Languages, system analysis, WordPress
Financial: Costing, Data Entry, sales invoicing and archived records
Soft Skills: Leadership, Communication, Team- Management, Team-work, Creativity, Problem-Solving, Public Speaking.

References available upon request