CHAHNAZ GHAZWAN AL BIKAII

📞 +96171686736
✉️ shahinaz.bikai@gmail.com
🏠 Abddeh, Minie

CAREER OBJECTIVE

Ambitious and detail-oriented Management Information Systems student with practical experience in accounting, event coordination, and administrative support. Skilled in financial management, data organization, and leveraging digital tools to enhance operational efficiency and decision-making. Passionate about robotics and artificial intelligence, aiming to apply creativity and technical knowledge to develop innovative systems that bridge human interaction and machine intelligence. Seeking opportunities to gain hands-on experience in programming, electronics, and collaborative projects, such as designing a speech-recognition robot capable of performing real-world tasks like writing.

WORK EXPERIENCE

Junior Organizer – Basma Children's Festival

Tripoli | January 2024 – Present

- Organized and coordinated festival events for children
- Managed budgeting and resource allocation for activities.
- Promoted the festival through social media campaigns and
- community outreach

Volunteer – Alemi Foundation

Tripoli | October 2021 – Present

- Participated in community initiatives and youth empowerment projects.
- Attended and applied diverse training programs (Time Management, Digital Skills, Financial ,Management).
- Assisted in organizing workshops and events for local
- communities.

Accounting Trainee – Chartered Accountant Adnan Skaf

Tripoli | July 2023 – August 2023

- Supported in bookkeeping and financial statement preparation.
- Assisted in auditing tasks and data entry for client accounts

EDUCATION

Bachelor's/Management Information System
Lebanese University 2021-2025

Baccalaureate / Sociology & Economics
El Minie high school 2018-2021

SKILLS

- Communication/Teamwork
- Critical thinking
- Time management
- Problem Solving
- Adaptability/Creativity

TECHNICAL SKILLS

- Java, JavaScript, Python
- HTML, CSS, PHP
- Object-Oriented Programming
- Data Structures
- Analysis Methodology
- Networking
- Data security

LANGUAGES

- Arabic
- English
- French

COURSES

- **Project management 2024**
- **Social Media Marketing- Dot Lebanon 2023**
- **Internet of things 2023**
- **Digital Skills Training- Anera 2023**
- **Training In Accounting and Financial Management 2022**
- **Time Management- Alemni Foundation 2022**