

Hiyam Khaled Trad

AKKAR, Beit El Hosh | + 961 71 094 412

Hiyamtrad153@gmail.com

CAREER OBJECTIVE

Seeking an opportunity in the field of Administrative Informatics where I can apply my knowledge in computer applications and data management, develop my professional skills, and contribute effectively to the success of the organization

PROFESSIONAL SUMMARY

Administrative informatics student with strong skills in Microsoft Office programs including Word, Excel, PowerPoint, Access, and Visio. Completed training in computer applications and data management. Highly organized and detail-oriented, with the ability to manage information efficiently. Possess good communication skills, creative thinking, and problem-solving abilities.

WORK EXPERIENCE

Al Hadatha Association / Berqayel

Computer training(1month)

- Completed training in computer basics and Microsoft Office programs.
- Gained practical experience in using office software applications.
- Developed skills in data organization and file management.

Injaz Lebanon - Job search Club Participant / Berqayel

- Learning job search skills, including CV writing, interview skills, networking, and communication skills (10 days)

EDUCATION

- Bebnine technical institute

Administrative informatics | Expected

Graduation TS2 2026

- Bebnine High School

Economics & Sociology | 2024

- Al Mqasid Islamic School

Primary Education

- Al murabbi Mumataz al jaamm -School

Intermediate Education | 2021

CERTIFICATIONS&TRAINING

- Computer training course| Al Hadatha Association

SKILLS&LANGUAGES

Technical Skills:Microsoft Word, Excel, PowerPoint,Access,Visio

Soft Skills: Organization, Data Management, Communication Skills, Respect for Others opinions , Creative thinking, Problem Solving

Languges:Arabic(Native), English(Good),French(Basic)

ADDITIONAL INFORMATION

Marital Status:Single

Hobbies:Reading, Learning new things,Self-development.