

SAFAA ALI

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Life challenges you every day and every challenge helped me shape into what I am today. Through experience and the skills that I gained while studying MIS and working I can handle issues in many situations to solve problems and overcome things professionally.

EXPERIENCE

WORK

FROM JULY– TO DECEMBER 2017

POLICY ISSUANCE, CAPITAL INSURANCE AND RE-INSURANCE

My responsibilities were to do daily policy issuance using the company's system and data entry while paying attention to different scenarios that every policy requires.

JUNE 2021

JUNIOR IT, DESTINATORS

It was an internship full of new experiences like dealing with PC issues with the employees. Also, content creation for the company.

FROM SEPTEMBER – TO NOVEMBER 2021

DEMAND PLANNING & COMMERCIAL DEPARTMENT, NOKNOK

I worked on an ERP system customized for the company to change/add products and prices with studying competitors' management to enhance our performance.

FROM MARCH – TO OCTOBER 2022

JUNIOR FRONT-END DEVELOPER & DATA ENTRY, VISION & MORE

My job required me to make projects using HTML, CSS, and JAVASCRIPT using visual studio code. In addition to data entry for multiple projects.

FROM APRIL 2024 – TO PRESENT

PROJECT COORDINATOR, OPTIMAL SOLUTIONS CORP.

My job requires me to manage multiple projects simultaneously, ensuring efficient handling of tasks such as testing, problem solving and staying up to date with the changes required.

I coordinate with employees, developers, insurers and providers identify, debug and resolve any obstacles they encounter while handling the support emails and phone calls.

VOLUNTEERING

MAY 2018

TEAM AMBASSADOR, HULT PRIZE LEBANON
{BEIRUT DIGITAL DISTRICT}

My responsibilities were to organize the teams schedule for the day to keep them focused and up to date on every task and change in schedule.

EDUCATION

2016-2020

BBA IN MANAGEMENT INFORMATION SYSTEMS, AUL UNIVERSITY

A challenging but fun major with a mix of business and development needs that the market needs; it's the bridge between both sides.

SKILLS

- Microsoft office tools
- Dynamics NAV
- Data mining and database skills like ER and UML diagram schema.
- Process management
- Took Microsoft courses on Power Platforms
- HTML, CSS, and JavaScript
- Visual studio code
- Teamwork is something I'm good at based on working on projects and volunteering
- Decision making
- Postman
- JIRA

ADDITIONAL INFORMATION

- Nationality: Lebanese
- Languages: English and Arabic