

Razan Sinno

MANAGEMENT INFORMATION SYSTEMS



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Razanesinno54@gmail.com



Beirut, Lebanon

PERSONAL DETAILS

Nationality

Lebanese

WEBSITES SOCIAL LINKS

LinkedIn:

https://www.linkedin.com/in/razan-sinno-86bb42224?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

SKILLS

Microsoft Office(Word, Excel, Power Point)

Communication skills

Analytical skills

Time management

Teamwork

Computer skills

HOBBIES

Horse riding, Reading, Swimming, Travelling

LANGUAGES

Arabic (Native)

French (Fluent)

English (Fluent)

ABOUT ME

I'm Razan Sinno

I hold a Bachelor of Science in Biochemistry and am currently pursuing a second bachelor's degree in Management Information Systems (MIS) at Beirut Arab University with a GPA of 3.86. With a strong interest in the intersection of technology and business, I am developing expertise in data management, systems analysis, IT infrastructure, and cybersecurity to help organizations implement secure and efficient digital solutions.

WORK EXPERIENCE

Accounting and Economics Tutor – YMY Agency

Mar 2025 – Present (Part time)

- Provide personalized tutoring to students worldwide especially in Lebanon, Qatar, Kuwait, the UAE and Saudi Arabia, specializing in accounting and finance, ensuring a clear understanding of complex concepts.
- Assist students with academic challenges, including coursework, exam preparation, and practical applications of accounting and financial principles.
- Develop tailored study plans and resources to meet individual learning needs and goals.
- Leverage YMY's hybrid teaching model to deliver interactive and effective online sessions.
- Foster a supportive and engaging learning environment to boost student confidence and performance.

Administrative Assistant / Customer Service Assistant / Data entry – SITCO (Samir Itani Timber Co.)

Jul 2023 – Dec 2024(Full time)

- Entered and maintained accurate records of client orders, inventory levels, and shipment details in company databases.
- Served as a primary point of contact for clients, addressing inquiries, processing orders, and providing product information promptly and professionally.
- Coordinated with the production team to ensure timely and accurate fulfillment of client orders, meeting delivery deadlines and maintaining high customer satisfaction.
- Monitored stock levels and coordinated with procurement to ensure adequate supply of materials, minimizing disruptions in production.
- Handled client complaints and issues effectively, ensuring swift resolution and maintaining strong client relationships.
- Ensured all client transactions and communications were properly documented, maintaining organized and up-to-date records.
- Worked closely with the sales and production teams to align efforts and achieve company goals.
- Identified opportunities to streamline data entry and client service processes, contributing to increased efficiency and accuracy.

Private Tutoring

June 2019 – Present (Part time)

- Specialized in tutoring Complementary school Biology & Chemistry, Complementary school Physics & Math
- Preparing lesson materials, assessing student progress, and adapting teaching methods to meet the needs of diverse learners

EDUCATION

Bachelor of Management Information Systems (GPA 3.86)

Beirut Arab University / (2024 - Expected 2027)

Bachelor of Science in Biochemistry

Beirut Arab University / (2019-2023)

High school diploma

Ecole Saint Joseph de l'Appartition, Beyrouth / (2004-2019)

PROJECT & PUBLICATION

April 2022 – May 2023

Worked on HawkaMAA-EU Research: A Research grants program to promote research in action in the water and environment sector funded by the European Union:

“Potentiality of Treated Wastewater in Bekaa region, Lebanon, for Crop Irrigation”

CERTIFICATES

ISC2 Candidate

Introduction to Cybersecurity certificate of completion / Cisco

Test d'aptitude en langue française

Certificate of participation in marketivity / USJ

Certificate of completion “A day at Bank Audi”

EXTRACURRICULAR ACTIVITIES

Volunteering

Lebanese Civil Defense / (2022 - Present)

- Certified EMT
- Certified Fire-fighter

Volunteering

Himaya / (2017 - 2019)

Volunteering

Caritas / (2017 - 2019)