

# Hanane El Cheikh

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## CONTACT

Qalamoun, Tripoli

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## QUALIFICATIONS

- Strong background in administration and excellent management skills
- Proven skills in time management, organization and attention to detail
- Demonstrated ability in problem analysis and problem solving
- Professional communication skills include fluency in Arabic, French and English
- Computer skills include: MS Office, internet and email

## WORK EXPERIENCE

### Abdul Rahman Hallab & sons

**December 2021 — April 2022**

Call Center Operator

- Attention to details and organization of work.
- Be willing to work with coworkers as a team to get the job tasks completed.
- Work overtime when necessary.
- Strong ability to work under pressure.
- Proficient with Microsoft Office programs, and Omega system.
- Skills:
  - Good communication
  - Active listener
  - Outgoing personality
  - Problem-solving
  - Adaptability
  - Multi-asking
  - Product knowledge
  - Organizational skill

### Nabad bookstore

**November 2021 — ..**

Nabad bookstore owner

- Keep searching for new books and titles by reading book summaries and following up on advertisements from publishing houses.
- The ability to manage the page on instagram: nabad.bookstore.
- Personal skills: reading, communication skills, persuasion

### Movement Social

**February 2021**

Data Entry

- High level of patience, concentration, accuracy and attention to details.
- Entering data into database system, and checking to ensure the accuracy of the data that has been inputted
- Able to establish and maintain effective working relations with people of different cultural backgrounds.
- Maintain confidence and keeps information confidential.
- Proficiency in Microsoft Office especially Word and Excel

### Universite Libano - Francaise

**May 2016 — July 2018**

Administrative Assistant

- Excellent time management skills and ability to multi-task and prioritize work.
- Maintain positive working relationship with others, both internally and externally.

- Provides administrative support to an academic teaching department by providing reception services
- Filing, researching files and records, and preparing and proofreading correspondence, reports and other documents as requested
- Assists students by determining who can best provide information needed by the student
- Providing basic and initial assistance to students with questions about classes, registration, permissions, etc.
- Supports the work of the department by purchasing equipment and supplies, maintaining and inventory of office supplies, and utilizing the appropriate process to pay for goods or services purchased by the department

## TRAINING COURSES

**"Lebanese municipalities through the eyes of future journalists":** 16-18 March  
Unesco

**Radio, Tv and montage Training:** February 2023  
Nour Tripoli (NGO)

**Press Editing:** February 2023  
IATR: International Academy for Training and Researches

**Time & Stress Management:** 21 January 2023  
Edraak

**Problem Solving and Decision Making Skills:** 9 January 2023  
Edraak

**Montage: Adobe Premiere pro:** December 2022  
New Media Production

**Child Mental Health:** August 2022  
Edraak

**Entrepreneurship Course:** August 2020  
Ready for Tomorrow association (RTA), and Injaz (Tripoli, Lebanon)

**Training in local purchasing and Maintenance:** May 2018 - August 2018  
Hateco (Tripoli, Lebanon)

**Training in Purchasing Department:** November 2016  
Tripoli Governmental Hospital

**Paramedic Assistant Certificate:** September 2015

## EDUCATION

**Journalism (Radio - Tv)** **2021-2022**  
Jinan University

**Specialized Diploma in Social Sciences** **— 2019**  
Lebanese University – Institute of Social Sciences

**Professional Master in** **— 2018**

**Economic and social  
Administration**

Lebanese University – Institute of Social Sciences

**Technical License in Business  
Administration**

Institut pédagogique National de l'Enseignement Technique

— 2015

**REFERENCES**

References available upon request.