

Maya Kneij

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📍 Tripoli, Lebanon

Personal details

Education

Master's degree in Management and Education Planning 2024-In progress
Jinan University, Faculty of Education, Tripoli

Bachelor's degree in School Elementary Teaching 2020-2023
Jinan University, Faculty of Education

Experience

Administration Officer – Graduate Student Affairs Jan 2024-Sep 2025
Jinan University

- Managed and maintained student records for graduate programs.
- Coordinated administrative procedures related to graduate student enrollment and progression.
- Facilitated communication between departments to ensure smooth academic operations.

Internships

Administration Assistant Jun 2023- Dec 2023
Jinan University

- Assisted in managing student records for graduate programs.
- Supported coordination of administrative procedures for student enrollment and progress

School Assistant Feb 2023-Jun2023
Jinan , Tripoli

Date of birth

July 9, 2000

Computer Skills

Microsoft Office (Word, Power point & EXCEL)

Soft Skills

- Adaptability
- communication
- Problem Solving
- Time-Management
- Teamwork

Languages

Arabic: native

English: Intermediate

French : Intermediate