

Houssam Kais



Contact

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Volunteer

Member in the DSC organization since 2018.

Languages

English-Arabic-French

Software Skills

- Word 1-2-3-4-5
- Excel 1-2-3-4-5
- Power Point 1-2-3-4-5
- Access 1-2-3-4-5
- Ocean 1-2-3-4-5
- Microsoft Dynamics 1-2-3-4-5

Summary

I worked in the FMCG for approximately 1 year at NOKNOK between the invoice's issues and support other departments in sales orders, SOA, new suppliers, new price lists, new products in collaboration with the manager of each department. I am still working in the invoices as a cost controller in shipping company.

Skills Highlights

- Analytical thinking
- Time management
- Problem solving
- Teamwork
- Communication
- Working under pressure

Experience

- 01 July 2022: I am an intermediate cost controller at **CMA-CGM**. (Present).
- 01 October 2021: I am working as a cost controller at **CMA-CGM** in Lebanon. My responsibilities are: Daily report for pending, rejection invoices. Control the invoices and compare the quantity of the invoice with LARA tool and the tariff with CORSAIR tool and checking the accounts code for the approval process.
- 24 February 2021- 30 September 2021: In **Noknok's** product file management, I am responsible for data entry, such as product and supplier creation and pricing, and acceptance billing issues in cooperation with commercial & accounting departments and suppliers.
- 14 October 2020 – 23 February 2021: I used to work as an assistant category manager in the **Noknok** Department of Commerce and participated in invoice comparison and warehouse purchase process monitoring. I also worked in ERP (Microsoft Dynamics). The cost and RSP to create the order.
- 2 September-15 September 2019: I worked in a team with **student life service** to prepare the rally paper and the party for the new students in the Saint-Joseph university. I have learned how to prepare an event and how to arrange for the best offers.
- July-Sept 2018: I worked on audit in **Sidani & co**. I used the CaseWare and studied the expenses.

Education

- 2021: **Master's degree:** Emphasis Accounting, Audit and Control at Saint Joseph university of Beirut
- 2019: **Bachelor's degree:** Business administration at SaintJoseph University of Beirut.

Certifications

Certificate of completion at Bank of Beirut. (Fall 2017)