Huda Idriss
Software Consultant

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— CAREER OBJECTIVE

A highly motivated, hard-working Business Computer graduate, with strong focus on Software Consultancy and the drive to produce accurate deliverables, aiming to leverage a proven knowledge in the ICT field to successfully fill a role at a progressive organization in the field of Business Analysis.

WORK EXPERIENCE

Software Consultant (Business Analyst/Project Coordinator)
Intertech Group   *_January 2020 – Current*

As a Software Consultant at Intertech Group, I have three main roles: Tendering Officer, Business Analyst, and Project Coordinator. Within the functions performed:

- Managed the analysis, design, and development of a Monitoring and Evaluation Solution (statistical tool).
- Tender Preparation for projects funded by different international organizations (UN, EU, World Bank, etc.)
- Preparation of Drycost and Financial proposals
- Analyzing software requirements and proposing solutions
- Managing ongoing projects' implementation and following up with developers and other experts
- Organizing Client Meetings, and leading analysis/ consultation meetings
- Elaborating different technical documents/ project deliverables including the software requirements specifications, business requirements specifications, testing plan and cases, training plans and user guides, etc.)
- Performing Software and User Acceptance Testing
- Preparation of user guides and providing trainings
- Preparation and presentation of demos for end users
- Performing market research and comparison sheets
- Designing user interface and developing mockups

Business Analyst
MBT-Solutions (ERP)   *_June 2019 – December 2019*

- Assisted in defining the project (Full Procurement module)
- Gathered requirements from business domain experts
- Documented technical and business requirements (BRS & SRS)
- Analyzed existing software for gaps
- Developed project plan, schedule and determined each phase
- Outlined use cases, activity diagrams for the development team
- Assigned tasks to project team members (using JIRA)
- Helped throughout the development and UI design procedures
- Verified that project deliverables met the requirements
- Provided regular updates to upper management

Administrative Assistant
Halwani Transtec sal   *_May 2018 – April 2019*

- Prepared invoices, proformas, reports, memos, letters, financial statements and other documents, using Silicon accounting system.
- Answered phone calls and directed calls to appropriate parties or take messages in case of customer inquiries and support.
- Conducted research, and prepared papers, offers, and quotations for consideration and presentation by executives.
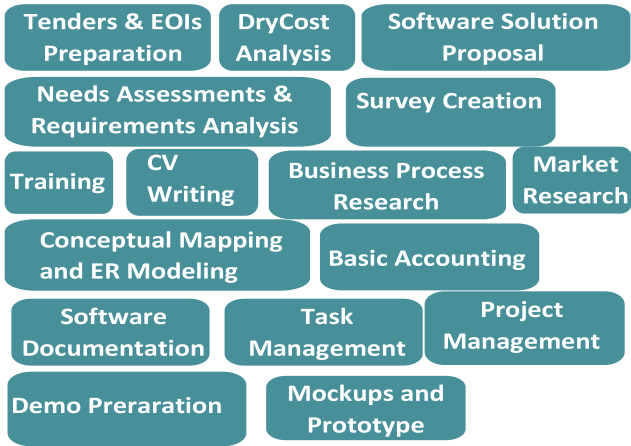- Carried out all Journal Entries as an assistant accountant

Mobile Developer
Protech Liban   *_SummerInternship 2017*

- Developed several mobile applications with Xamarin.Forms
- Got familiar with QA and unit testing tools
- Gained Experience in Prototyping tools and UX UI design

— EDUCATION

Bachelor of Science: **Applied Business Computer**

*2020_ **Lebanese University**, Faculty of Technology*

— SKILLS

- Tenders & EOIs Preparation
- DryCost Analysis
- Software Solution Proposal
- Needs Assessments & Requirements Analysis
- Survey Creation
- Training
- CV Writing
- Business Process Research
- Market Research
- Conceptual Mapping and ER Modeling
- Basic Accounting
- Software Documentation
- Task Management
- Project Management
- Demo Preraration
- Mockups and Prototype

— LANGUAGES

English: *_Bilingual Proficiency*
Arabic: *_Native Proficiency*

— OTHER TRAININGS & ACHEIVMENTS

- **INJAZ Leadership Program**
- Member of **All Girls Code (AUB)**
- Model United Nations (GC LAU MUN) participant
- ACCESS Micro Scholarship Program (USAID)
- Project Citizen training & showcase (Amideast)

References and Certificates are available upon request