Kassem Fahda

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Kassem Fahda | LinkedIn

WORK EXPERIENCE

GS- HSTCO SAL – Beirut, Lebanon
POS & Inventory Control Officer (MIS Specialist)   (June/2021)-Present
(BOSS, Bugatti, Timberland, Springfield, GEOX, Cole Haan, Cortefiel, Marc O' Polo, Rockport...etc.)

- Assists in the implementation and testing of pricing updates, promotions, and operations tests to the POS and related systems.
- Monitors and maintains current inventory levels; processes sale invoicing and purchasing orders as required; track orders and investigates problems.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Creates and updates inventory items, references, promotions, discounts, prices in the POS System.
- Manages the process changes related to the department and keep the processes always updated.
- Provides daily operational support to stores and warehouses related to POS and related systems.
- Ensures proper implementation and accurate transfer of items reference changes from season to season and to outlet stores.
- Reviews documentation and monitors product codes to search for discrepancies and troubleshoot quantity discrepancies between stock and records.
- Supports and maintains all POS related devices, like cameras, DVRs, and record history on a daily basis.
- Assists in training cashier and salespeople on the retail system available.
- Generates purchase and pricing reports, supply chain analysis, and inventory management systems.
- Performs seasonal and regular stock spot inventory checks, analyzes result, and reports any issues to the manager.
- Completes E-commerce exchange, adjustment, and cancelation invoices on a daily basis.
- Assists in overseeing reconciliation of reward cards points and wallet balance with the CRM department.

MEXEEN – Beirut, Lebanon
Web Development & Market Research Intern   (Feb/2021)-(Mar/2021)

- Designed & proposed a structure for an internal data management system for the company to promote efficient activities.
- Managed fully the website CMS: Uploaded data and content, continuously reviewed of the portal CTAs, and Reviewed layouts and content accuracy on the site.
- Built a database per industry and country (Companies & Contacts), mastered HubSpot, updated data and reviewed accuracy.
- Searched for corporate & decision makers in the region who are undergoing transformation, utilization, organizational development, and coaching services.
- Prepared mailers as per the marketing plan: Mastered MailChimp tool and produced mailer, sent mailers to definite audience, and updated audience and categories on MailChimp.
- Assisted in organizing Webinars and creating e-corporate brochures.

We Grow Minds – Beirut, Lebanon
Web Development Team Leader   (May/2020)-(May/2021)

- Guided team development efforts towards successful project delivery.
- Provided technical leadership to teammates through guiding and coaching.
- Analyzed and resolved technical and application problems.
- Adhered to high-quality development principles while delivering solutions on time and on budget.
- Was responsible for creating and updating the company's website from design, structure, and content.
- Worked respectively with other team leaders and graphic designer in order to reach our goal.
- Was part of organization seminars.

EDUCATION

BBA. Management Information System, 2020
Haigazian University - Beirut, Lebanon
Presidents' Reception Award: Honored student in appreciation of the outstanding and continuous achievements that made a difference to the life of the university community.

Project Management & Lean Management Diploma, 2021
Centre of Continuing Education: Haigazian University - Beirut, Lebanon

CERTIFICATES & WORKSHOPS

- Maharat Min Google - 2020
- Conflict Management - 2020
- Neuroleader & Synergy - 2019
- Corporate Law - 2019
- Nudge BX Arabia - 2019
- Civil Defense First Aid Training - 2019
- Devoted Student Award - 2019
- Supportive Student Award - 2018
- Red Cross First Aid Training – 2016

SOFT & TECHNICAL SKILLS

- Microsoft Excel, PowerPoint, Access, SharePoint, Java Programming, C-Sharp Visual Studios, Wire Shark, Internet Setup, Web Development, CSS, HTML, Java Script, SQL Server, Hub Spot, Mail Chimp, Dolphin System, Microsoft LS Retail.

- Structured, Problem-Solving, Public Speaking, Presentation Development, Cross-Cultural Communication, Teamwork, Leadership, Time Management

- Languages: Arabic (Native), English (Fluent), French (Basic)