



SUMMARY

As an ambitious student pursuing a major in Management Information Systems (MIS), I possess a foundational understanding of integrating IT solutions with business processes to drive efficiency and innovation. Through rigorous coursework and hands-on projects, I have developed strong analytical skills and high knowledge in data analysis, database management, business analysis, and system analysis and design. My commitment to continuous learning and adaptability positions me well to thrive in fast-paced settings, making valuable contributions to technology-driven projects.

EDUCATION

University of sciences and art in Lebanon

Senior (MIS) student at "University of sciences and art in Lebanon" -2021/2024-

Kfarchima official high school

SE graduated with High degree.
Placed on honors list -2020/2021-

SKILLS

- 3 languages speaker(Arabic, English, Français)
- Expert in MOA(Excel, Power BI, Visio, Access, word, PPT)
- IT and Programming skills(Python, SQL)
- Web design (Word press)
- System and networking skills(CISCO Packet tracer)
- Great communication skills
- Analytical skills
- Strong organizational and time-management skills
- Ability to work independently and as part of a team

CERTIFICATIONS

- Graphic design certificate (CIS college)
- Microsoft office applications (CIS college)

EXPERIENCE

Data Entry [Energy supply s.a.l] (2023)

Responsibilities

- Accurately inputted, updated, and maintained large volumes of data in company databases, ensuring the integrity and confidentiality of all information.
- Collaborated with the IT department to implement new data management systems and procedures, significantly improving data processing times and accuracy.

Accomplishments:

- Enhanced data entry efficiency by 30% through the adoption of automated data entry tools and streamlined workflow processes.
- Achieved a 99% accuracy rate in data entry tasks on Excel app, exceeding the departmental target by 5%

Business intelligence [Sandokan for travel and tourism] (2023)

"Data Visualization"

Responsibilities :

- Designed and implemented BI solutions using SQL, including dashboards and reports, using tools such as Tableau, Power BI, to provide actionable insights to business stakeholders.
- Collaborated with cross-functional teams, including IT, marketing, sales, and finance, to understand data needs and deliver consistent, valuable business insights.

Accomplishments:

- Successfully developed and launched a BI dashboard that reduced report generation time by 50%, significantly improving decision-making efficiency for senior management.
- Played a key role in a market analysis project that identified three new growth opportunities, leading to a 20% increase in sales over the following year.