

Batul Allam

Motivated MIS Master's student and Business Analyst with strong organizational, communication, and problem-solving skills. Experienced in managing data, coordinating tasks, and supporting business operations efficiently.

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📍 Beirut, Lebanon

Education

Master's degree in Management Information System, Lebanese University

2025 – present

Bachelor's degree in Management Information System, Lebanese University

2021 – 2024

Work Experience

Zaytoun Solutions, Business Analyst Lead & Sales

06/2025 – present | Beirut, Lebanon

- Attract and engage clients to understand their needs and requirements.
- Schedule and coordinate meetings with clients and internal teams, ensuring smooth communication and timely follow-ups.
- Manage client relationships, track project progress, and maintain organized records of requirements and reports.
- Prepare clear documentation, proposals, and summaries to support operations and decision-making.
- Coordinate multiple tasks and projects efficiently, maintaining organization across teams.
- Support sales and client communications, ensuring satisfaction and seamless workflow.

Skills

- Time Management and Task Coordination
- Client Communication and Relationship Management
- Requirements Gathering and Documentation
- Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- Outstanding oral and written communication skills
- Analytical and Problem-Solving skills
- Software Development & Database
- HTML, CSS, JavaScript, PHP, MySQL, C Programming

Certifications

- What is Business Analysis? - LinkedIn Learning
- Time Management fundamentals - LinkedIn Learning

Projects

Organic Glow — Capstone Project

Developed a full-stack web platform for local and international shipping of organic soaps and cosmetics.

- Designed and built the frontend using HTML/CSS/JavaScript.
- Developed backend logic in PHP and managed database in MySQL.
- Focused on user experience, shipping logic, and inventory tracking.

Languages

- Arabic-Native
- English-Proficient