

Rayan Chamseddine

Sanayeh, Beirut

(+961)70074219

Email: RayanChamseddine2@gmail.com

LinkedIn: <https://lb.linkedin.com/in/rayan-chamseddine-64b505114>

Profile and Objective:

I am seeking an opportunity to work in a good and respectable company. I am a fresh graduate in MIS and I aspire to become the best in my field for I am goal oriented, highly motivated, and can work under pressure to achieve deadlines. I am also a good team player and I possess the vision to become a leader someday. I have great communication, interpersonal and negotiation skills, and I pay attention to details. I have a strong passion for the digital world and I can bring a new way of thinking into the domain with a good understanding on how Business Intelligence and Knowledge Management can help a company succeed and surpass rivals. If there is anything that I don't know, I would love to learn it. If a company decides to invest in me, I will not disappoint and will repay it with my excellent performance and achieving its objectives. My goal is to build a career and fulfil my full potential.

Education:

- BBA: Emphasis: Management Information Systems (**MIS**)

Haigazian University – Beirut, Lebanon 2011-2014

Lebanese International University – Beirut, Lebanon 2014-2016

Experience:

Quality assurance officer and Web Development intern at Mindfield Digital, Lebanon; July 2018 – December 2018

Tasks: - QA and SEO Audits.

- Researched and applied SEO Keywords to many websites in order to attract more traffic.
- Website Optimization for maximum speed.
- IT and Email Support.
- Email marketing by creating Newsletters depending on client's input using Mail chimp.
- Business Analysis.
- Content Management on Word press.
- Ensure high-quality web standards and brand consistency.
- Set up and validate Analytics Conversion tracking and remarketing tags.
- Implementation of Google Analytics.
- Project manager for the company's own website, I was responsible for content management, bug reports, web development and coordination with different departments towards the wanted end product.

MIS Officer Intern, Sibline Cement Factory, Lebanon; September 2016 – December 2016

Tasks: - IT support.

- Desktop and Network Support, dealing with various levels of tickets.
- Collection and analysis of printers total cost of ownerships for Cement Production and Quality Control Units.
- Implementation of methods to eliminate waste of company resources.
- Attended meetings with top management and foreign companies on upcoming projects.
- Case Study for obtaining and processing consumption records, consumables procurement history and maintenance costs as well as original value of acquisition and market value for the existing printers in the cement production and quality control units. Based on the inputs I gave, we optimized the printing solution.

Junior Salesman, Odonto Prime Beirut, Lebanon; April 2014 - September 2014

Tasks: - Organize the company's stocks in databases.

- Learned about different Orthodontic Equipment to market and sell them to doctors and clinics.
- Handled indoor marketing for the company.
- Sold orthodontic equipment to doctors and clinics
- Participated in the Lebanese Dental Exhibition in Beirut, 2014.

Computer Lab assistant at Haigazian University Beirut, Lebanon; September 2011 – September 2012

Tasks: - Took part in the installation of computer software and computer-related equipment.

- Managed tasks, activities and various duties related to the computer lab and other duties upon request.
- Performed installation and maintenance of computers, and helped students with different tasks upon request to solve their problems.

Other Skills:

- Programming and Web Development: Word Press, cPanel, Java Programming, SQL, HTML, MySQL, and Oracle DBMS, Microsoft Office, Good Communication skills.
- Webmaster Tools, Google Analytics, Jira for project management.

Personal Data:

Nationality: Lebanese

Social Status: Single

Languages:

- English: fluent; written and spoken.
- Arabic: fluent; written and spoken.
- French: fluent; written and spoken.

Hobbies: Playing Football, listening to music. In my spare time, I spend time with my two dogs Echo and Diablo; I love playing video games whether alone or with my friends, and in my spare time I like to watch educational documentaries about science, politics, and history, as well as reading books to enrich myself with knowledge. In my opinion, Knowledge is the most valuable asset a person can acquire.