Wissam Hikmat Kais

Management Information Systems (Business Analytics)

⦿ Baissour , Aley, Mount Lebanon

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Professional Summary

A dependable, proactive and detail oriented individual with a passion to learn and acquire new skills. Committed to excellence, motivated to meet challenging business demands and focused on building strong communication skills. Interested in Business Intelligence tools and ERP systems and looking for an opportunity to make an impact in this field.

💼 Experience

2016-07 – Present

Azadea Group

Sales Associate – Salsa Jeans Beirut Souks

Responsible for :

- Providing customer service by assisting customers with finding the products that best suit their need and budget.
- Communicating with the supplier to make sure that accurate records are being made of inventory.
- Analyzing the performance report KPI's and checking the top sellers on weekly basis.
- Operating cash register with competence ensuring that the drawer is balanced at the beginning and end of each shift.
- Making recommendations and offer product support when necessary.

🎓 Education

2014-09 – 2018-05

Bachelor of Science - Management Information Systems with concentration in Business Analytics

American University of Science and Technology- AUST

2011-09 – 2014-05

Baccalaureate 2 – General Sciences

Baissour Official Secondary School

🧠 Skills

- **Microsoft Office Tools (Excel – Word –PowerPoint)**
  Good knowledge in Microsoft excel functions ,financial modeling and reporting, charts, analytical tools , scenario analysis and Pivot tables for decision-making.
- **QlikView Software**
  Designed, developed, implemented, and supported QlikView dashboards and analyzed underlying data to generate various charts.
- **Odoo ERP**
  Familiar with enterprise information systems, including Enterprise Resource Planning (ERP), Customer Relationship Management systems (CRM), Supply Chain Management Systems (SCM).
- **Data Mining Methods (Weka Software experience)**
  A/B testing ,Rule-based learning, decision-trees, association rules and neural networks.
- **SQL**
  Familiar with the basic sql queries,analyzing data and designing the appropriate database structures to solve business problems.
- **Web Development**
  Familiar with modern day web-based and mobile tools and techniques, such as HTML, Javascript, CSS, PhP ,Dreamweaver and AJAX.
- **Project Management**
  Good knowledge in project planning, scheduling and control in the spirit to deliver good, fast and cheap projects. Tools used include Work Breakdown Structure (WBS) and cost analysis techniques.

Accomplishments

- **Second place winner of the Hult Prize semi finals at AUST**
  Hult Prize is an annual, year-long competition that crowd-sources ideas from MBA and college students after challenging them to solve a pressing social issue around topics such as food security, water access, energy, and education.

- **Winner of Injaz Innovation Camp**
  Injaz Lebanon provides relevant programs delivered by trained volunteers to inspire and educate the youth about entrepreneurial and leadership skills to enhance their opportunities.

Hobbies and Interests

- Reading
- Football
- Coding
- Ping Pong

References

Available upon request