

Joyce El Aramouny

Project Manager / Scrum Master



Nationality: Lebanese
Address: Jal Deeb
Date of Birth: 06-10-1979
Mobile: 70 345 046
Email: joy_mouny@hotmail.com
Linkedin: Joyce Aramouny

Objective

To obtain a Managerial position in a Multinational company /Reputable Group where my skills and work experience will have a valuable application.

Summary of Qualifications

- Highly motivated and ambitious individual
- Ability to work independently or within a coordinated team
- Can work under pressure
- Ability to communicate clearly and effectively, both verbally and in writing

Educational Background

- 2020: Scrum Master Certification
- 2017: Emotional Intelligence
- 2017: Public Speaking
- 2016: PMP course
- 2006: Business Communications, American Language Center
- 2003: Masters In Business Computer, Lebanese University
- 1998: School Degree Experimental Sciences

Employment

- **Project Manager**
May 2019 – October 2020: **FOO** – Mobile Application provider
- **Project Manager**
September 2017 – February 2019: **ITB** (an ITG company) - ERP solution provider based on Microsoft technology
- **Project Manager**
April 2012 – August 2017: **Logos** - ERP solution provider based on Oracle technology
- **Project Coordinator**
July 2010 – April 2012: **Logos** - ERP solution provider based on Oracle technology
- **Programmer**
March 2009 - February 2010: **Softmind** - ERP solution provider
- **IT Coordinator**
March 2008 - February 2009: **Fawaz Holding** - Distribution and Retail Company
- **Analyst - Programmer**
October 2002-March 2008: **Analytica** - ERP solution provider
- **Delegate**
October 2001-October 2002: **La Route**
- **Underwriting**
October 2001-October 2002: **CLA** – Compagnie Libanaise D'assurance
- **Team Supervisor**
2000-October 2001: **Merac**

Knowledge

- | | |
|----------------------------|---|
| ➤ Operating System | Windows |
| ➤ Programming Languages | C,C++, Power Builder (5.0, 7.2, 9.0), PL/SQL |
| ➤ Reports generation Tools | Power Builder Reporting tool, Micro Strategy 7i, Discoverer |
| ➤ Database | Access, SQL Server, Sybase |
| ➤ Analysis Methods | Merise |
| ➤ Office Tools | Word, Excel, Power Point |
| ➤ Project Management tools | Microsoft project |
| ➤ Languages | Arabic - French - English |

Achievements

- Managing Mobile App. Solution:
 - Zain (Bahrain – Kuwait – Iraq): Implementation of selfcare solution
 - Touch: Implementation of selfcare solution
- Managing ERP solution:
 - Benta: Implementation of ERP solution (Financial, Manufacturing and Supply chain)
 - Colortek: Implementation of ERP solution (Financial, Manufacturing and Supply chain)
 - USJ: Implementation of Personnel & Payroll
 - Sidem: Implementation of Personnel & Payroll
 - EDZ-Electricite De Zahle: implementation of a full ERP solution
 - Kettaneh: implementation of a full HR solution
 - Desco management: implementation of Personnel & Payroll and Employee self service systems
 - Hallab: implementation of Time Attendance, Personnel & Payroll, Employee self service and Standard Letters systems
 - Bank Med: implementation of Personnel & Payroll system
 - Roadster Diner: implementation of Time Attendance, Personnel & Payroll, Employee self service systems
 - Electricite De Kadisha: implementation of Time Attendance system
 - Ciment De Sibline: implementation of Personnel & Payroll, Training, Recruitment and Job Description systems
 - Sarraf: implementation of Personnel & Payroll system
 - Capital Finance Company: implementation of Personnel & Payroll system
- Managing financial solutions:
 - OMT-Online Money Transfer offers financial services ranging from money transfer to payment services.
- Managing the implementation of the necessary tools for the projects
- Managing the versioning and the upgrade of the projects
- Analysing, designing and developing the below projects:
 - Messagerie du Moyen Orient (MMO): Invoice, Distribution
 - Starco
 - Municipality of Zouk: Library
 - Metro Super Store: Customer's reports (Micro Strategie 7i)
 - Standard Chartered Bank: CDR (Centrale des Risques)
 - Clinique Du Coeur: Patient Files and reports
 - Others: Property Management

FOO

- Project Manager on selfcare mobile app.
- Create and update project plan in order to meet changing needs and requirements
- Manage day-to-day operational aspects of the project scope
- Follow up on milestones
- Inform steering committee of project status
- Monitor project deliverables to be delivered on time
- Identify needed resources and assign individual responsibilities
- Communicate project expectations to team members and stakeholders
- Coordinate project activities with diverse groups and individuals
- Identify and resolve issues and conflicts within the project team
- Verify resource commitments with the heads of departments, who are involved in the work
- Determine if the project can meet the target completion date specified in the project charter. If not, decide on the best strategies to reduce time
- Participate in writing the system requirement
- Perform a sanity testing for each delivery

Logos

- Project Manager on Utility, ERP and banking projects
- Issuing, maintaining and acquiring contracts
- Planning and executing business procedures
- Needs Assessment
- Create and update project plan in order to meet changing needs and requirements
- Manage day-to-day operational aspects of the project scope
- Apply methodology and enforces project standards
- Follow up on milestones
- Inform steering committee of project status
- Monitor project deliverables to be delivered on time
- Identify needed resources and assign individual responsibilities
- Communicate project expectations to team members and stakeholders
- Coordinate project activities with diverse groups and individuals
- Identify and resolve issues and conflicts within the project team
- Verify resource commitments with the heads of departments, who are involved in the work
- Determine if the project can meet the target completion date specified in the project charter. If not, decide on the best strategies to reduce time
- Prepare tenders and attend the sessions

Fawaz Holding

- Manage the communications of the IT department with both internal and external customers
- Receive and track all the departments' requests.
- Provide basic training to users on applicable software (Sage)
- Assist the IT group in their day-to-day responsibilities.
- Identify opportunities and recommend solutions that will enhance or improve current business processes.
- Follows up on defective hardware and software purchases by pursuing warranty advantage through distributors and manufacturers
- Files and archives of all IT related documents (requisitions, software licenses, software locations, etc.)
- Supervise and assists in the inventory management processes and tracks all purchase orders and requisitions for the IT Department

Analytica

- Analyzing, designing and developing application
- Customizing some of the company's application to the customer need
- Building Business Intelligence reports
- Project Management

Hobbies and Activities

- Photography
- Puzzles
- Squash
- Piano
- Administrative member of 'Rosary Missionary Group'