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Georges El - Khoury

OBJECTIVE

Seeking a job in communication where I can place my efforts, talents and knowledge in order to offer and achieve the best I can in my field.

EXPERIENCE

Regional Operations Manager

Selim Ramia & Co.

Beirut, Lebanon

May-2014 - Currently

- Develop, implement and monitor operational strategies and materials.
- Create and Monitor processes and procedures across departments to achieve standardisation of Organisational Operations.
- Enhance the Organisation's Operations systems continuously.
- Report to the top management in all matters concerning the operations of the Cinemas.
- Evaluate and suggest improvement to increase productivity and revenue.
- Optimize internal/external organisational communication system.
- Introduce, validate, implement and train (all related personnel) on standardized performance reporting, statistics and analysis KPI's.
- Run cost-cutting exercise on managers and sites from operational point-of-view.
- Improving efficiency, productivity, accuracy, and control of cinemas operations according to SOP's.
- Set Cinemas Budget and work with other head of departments to meet targets.
- Perform sites Managers Evaluations on monthly basis.
- Ensure adding staff according to the base number and all staff are handed the booklet upon recruitment.
- Monitor movie schedule of all sites on weekly basis.
- Submit Cinema Assessments of CSO and peak time performance.
- Perform Appraisals for Staff and management.
- Implement and execute top management ad-hoc request.
- Monitor, create and enforce Standard Operating Procedures
- Ensure that all staff are abiding the rules and regulations.
- Update policies for all cinema departments depending on the processes.
- Execute and handle corporate deals handed by company's owners alongside contract negotiations.
- Acts as project manager when needed and handles the opening of new sites.
- Handling of new sites, post opening phase (civil, MEP, Final installation) supervision, preparation of all needed marketing deliverables.
- Analysing the site's (SWOT Analysis)
- Ensuring all contracts are set based on quality VS Service / cost to state a few: Cleaning, pest Control, MEP, Printing etc.
- Ensure proper orientation, training and evaluation of all recruited staff.
- Responsible on all operations in all GC Sites (Lebanon, Jordan, Kuwait and Bahrain) with over than 81 screens and more than 250 employees.

Financial and Human affairs administration / Store Manager

Stemco Limited

Nigeria

February-2013 - April-2014

- Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary.
 - Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
 - Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
 - Assist the department manager in monitoring inventory levels daily and report lows as necessary.
 - Supervise administration, accounts, store, workshop and diesel...
 - Preparing reports for management (as daily physical reserves, diesel consumption, cashbook summary...).
 - Contacting with Government Representatives in order to insure work on our company sites.
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- Review and prepare financial statements and accounting reports (as CPV's (cash payment voucher) CRV's (cash receive voucher) BPV's (bank payment voucher) JOURNAL VOUCHER for departmental management and federal agencies.
 - Review budgets and prepare related budget documents.
 - Provide consultation to local governmental units and others regarding accounting systems and generally accepted accounting principles and theories.
 - Preparing salaries for all workers and employees at the site.
 - Conduct cost studies and implement cost allocation plans.
 - Maintain records and prepare reports and correspondence related to the work.
 - Dealing with suppliers (construction wise)
 - Purchasing materials for construction machines

Cinema Manager

Selim Ramia & Co.

Beirut, Lebanon

January-2007 - January-2013

- Identify, maximize and drive sales opportunities from any sales medium available on site.
- Appraise and manage team performance, in line with company policy and procedures
- Ensure that business objectives and targets are achieved within appropriate timescales.
- Continuously develop the team to deliver exceptional standards of customer service at all times.
- responsible for the cash handling or in transit alongside the bank deposit admitted on a daily basis.
- Ensure that the staff is knowledgeable of products, promotions and combos set various departments
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EDUCATION

Bachelor of Business Management (2003)

AUCE - S.U.C

SKILLS

Microsoft Office, Internet, Time Management, Pricing Methodology, Bargaining

LANGUAGES

Arabic (Native Language)

Excellent: Spoken, Read, Written

English

Excellent: Spoken, Read, Written

French

Fairly: Spoken, Written and Read