



Address

Hammana, Lebanon
1003

Contact

0096171556285
maysaaabdelkhalek@gmail.com

Date of Birth

01.01.1995

PROFILE

A **highly motivated** and focused Industrial Engineer, with thorough experience in **production and improvements** in industry. Specializing in the development of new projects and **evaluating their implementation**. An impeccable track record in managing multiple projects and meeting and surpassing deadlines. A skilled leader with high level of planning experience and the utmost understanding of working to budgets and timelines. Seeking a challenging career with a progressive and dynamic organization where I can utilize and further develop my knowledge and expertise in the field of Industrial Engineering.

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Problem Solving skills

LANGUAGES

English	●	●	●	●	●	●
Arabic	●	●	●	●	●	●
French	●	●	●	●	●	●

SOFTWARE SKILLS

Microsoft Word	●	●	●	●	●	●
SolidWorks	●	●	●	●	●	●
Arena	●	●	●	●	●	●
Primavera	●	●	●	●	●	●
Autodesk AutoCAD	●	●	●	●	●	●

RELEVANT COURSES

- Quality Control
- Facility Planning
- Engineering Safety
- Ergonomics
- Engineering Logistics and Supply Chain Management
- Maintenance Planning
- Production and Operation Management
- Project Management

MAYSAA ABDEL KHALEK

Industrial Engineer

Linkedin

<https://www.linkedin.com/in/maysaa-abdelkhalek-1b2559149/>

EXPERIENCE

05.2018 - present

Nestle Waters, Lebanon

Production Engineer

Responsibilities:

- Maintaining the daily production reports
- Production Representative in the daily operational review meeting (DOR)
- o lines in the Responsible for stoppage sheets, activity plan indicators and standards of performance for the whole factory
- Knowledge of the various machine's problems and their preventive maintenance
- Safety Zone Leader for twfactory

02.2018 - 04.2018

Al Sultan Food Stuff

Procurement / Supply Chain Coordinator

- Manage the import process from the point of Production to reach the end customer
- Responsible for tracking the progress of all shipments and addressing any problem
- Work closely with the Ministry of Agriculture

EDUCATION

2013 - 2017

Beirut Arab University, Debbieh

Industrial Engineering and Management

2010 - 2013

Al Manar Modern School, Ras Lmatn

High School Diploma in the faculty of sciences

PROJECTS:

Senior Project: Obeid Wood Company, Safety and facility planning: Identified and assessed the nonconformities and defects at the production line to decrease losses in production, cost and enhance safety. Grade point received: A

AWARDS AND QUALIFICATIONS

- Award of creativity in the design and execution of Voice Command Wheelchair in the LIRA 12 competition - 2016
- Paramedic and Volunteer since May 2013 in the Lebanese Red Cross - Falougha Sector