

# KHALIL HELOU



KHALILHELOU@HOTMAIL.COM



009613220565



[HTTPS://WWW.LINKEDIN.COM/  
IN/KHALIL-HELOU](https://www.linkedin.com/in/khalil-helou)



JUNE 6, 1992

LEBANON, KASROUAN

## OBJECTIVE

Enthusiastic and resourceful operations officer specialist and freight services experienced.

Offering strong knowledge of business processes and ability to coordinate department operations to achieve set targets.

## SKILLS

Quick learner of jobs that require workforce skill

Proficient in Microsoft Office

## EXPERIENCE

### OPERATION AND TECHNICAL SERVICES OFFICER AT MEDICALS INTERNATIONAL

April 2018 – May 2020

- Forecasting offices demand and placing orders, cooperating between engineers and suppliers for all repairs.
- Responsible of the shipping process.
- Created excel sheets to help with a better and more efficient request for quotation procedure and follow ups.
- I prepare sales reports and suppliers' reports

### ASSISTANT BROKER AT METLIFE ALICO

MAY 2015 – MARCH 2018

Developed an ability to confidently advise and negotiate with clients, underwriters, structural engineers and other professionals.  
Developed strong problem-solving and analytical skills.

## EDUCATION

### BACHELOR OF BA IN INTERNATIONAL BUSINESS MANAGEMENT

NOTRE DAME UNIVERSITY – Zouk Mosbeh

Class of 2017

### LEBANESE BACALAUREATE IN GENERAL SCIENCE

College Saint Rock – Kleiat

Class of 2010

## VOLUNTEER EXPERIENCE OR LEADERSHIP

Volunteer at the **Civil Defense** since 2015.

**Red Cross** Certificate in First Aid Training 2017.

Former **Scout** member for 18 years at Scout Du Liban foundation.