

Mostafa Al Rifai

Ibadan - Nigeria

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Personal Information

- Date of Birth: 20-02-1995
- Status: Single
- Nationality: Lebanese

Education

Masters of Science: **Industrial Engineering** - 2019

Lebanese International University,

- Thesis Project: The deterioration of water quality in Lebanon urges the use of reverse-osmosis to improve its quality by adding specific chemicals, this is coterminous with the need for an automated system for the addition of chemicals and monitoring the water quality. Our project is an accessible and affordable automated chemical filling and monitoring system for reverse osmosis.

Bachelor of Science: **Industrial Engineering** - 2017

Lebanese International University,

- Senior Project: Increasing efficiency of the line of production of Freeze at Kassatly Chtuara, decreasing costs and defects. And as industrial engineers solving some problems at packaging process that faces the workers specially the new one and increase their efficiency during work.

Work Experience

Operations Officer – 01/2022 - Present

Jubaili Agrotec, Nigeria

- Planning and organizing production schedules
- Determining quality control standards
- Overseeing production processes(filling section, plastic section, powder section)
- Organize workflow to meet specifications and deadlines
- Supervise and evaluate performance of production personnel (quality inspectors, workers etc.)
- Oversees the daily activities of assigned functional area; prioritizing; completing multiple activities; resolves problems as they arise.
- Actively tracks team productivity to ensure output is at required levels
- Maintaining and analyzing all operational data
- Monitoring product inventories
- Ensure output meets quality standards

Industrial Engineer /Operations Manager - 12/2020 - 11/2021**Farhat For Pita & Flatbread Bakery Machines, Kfarshima**

- Identify, develop, verify and validate process from their early development stages straight to implementation
- Develop most efficient ways to use people, machines, materials, information, and energy to make a product or service.
- Implements Production plans for use of materials, labor and equipment to meet production targets.
- Ensure all operations are carried on in an appropriate, cost-effective way
- Manage timely data collection to update operations metrics to achieve productivity targets, reduce cost, eliminate errors, and deliver excellent customer service.
- Develops and manages maintenance schedule and preventative maintenance program
- Evaluate accuracy of production and testing equipment.
- Permanent coordination with engineers and receiving the drawings
- Develop and follow up all related action plans to meet operations deadline and commitments.
- Oversee budgeting, reporting, planning, and auditing.
- Evaluate the efficiency of each worker
- Lead and drive 5S method
- Actively pursue strategic and operational objectives
- Analyze and evaluate existing systems and processes, identifying value-added and non-value-added activities

Production Coordinator - 05/2020 - 12/2020**Plasti Lab (plastic laboratory and medical supplies), Roumieh**

- Organize workflow by assigning responsibilities and preparing schedules
- Ensures that the Production process is as per the standard procedures & defined systems
- Checks and confirms the batch processes, details including Batch no., manufacturing and expiry date.
- Ordering the raw materials and packing materials needed
- Ensures that production plans are completed by a certain time
- Check production output according to specifications
- Work as a team, share information with heads of departments especially Quality department for the best quality of the products
- Plan and schedule the work in the production department for the most effective utilization of employees, equipment and materials within budget limitations
- Checks hygiene & GMP standards in the area.
- Investigate problems, analyze root causes and derive resolutions and always having a plan B so that the production dates can't be affected
- Improve the production efficiency by effectively utilizing of materials and workers
- Decrease Process losses by analyzing the weekly data of batch scrap record report
- Checks cleaning of area and equipment according to SOP
- Maintain safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures

Production Supervisor - 07/2019 - 12/2020**Plasti Lab (plastic laboratory and medical supplies), Roumieh**

- Set daily/weekly/monthly objectives and communicate them to employees
- Oversee and coach employees (around 80 employee)
- Ensure the safe use of equipment and schedule regular maintenance
- Plan, assign and direct work for all hourly production employees; appraise performance and provide feedback as needed; assist in resolving complaints; hold employees accountable as needed; communicate issues and results on a daily basis
- Submit reports on performance and progress
- Identify issues in efficiency and suggest improvements
- Recruits, hires, and trains employees
- Train new employees on how to safely use machinery and follow procedures
- Resolves issues and disputes between manufacturing employees
- Enforce strict safety guidelines and company standards

Front Desk Receptionist - 04/2019 - 02/2020**KX Fitness, Beirut**

- Providing exceptional customer service experience to all members and guests
- Greeting and checking in members and users of the gym as they come through reception
- Handling members' questions and inquiries
- Providing accurate information concerning programs and activities
- Handling telephone enquiries, recording messages from incoming calls and transferring calls
- Recording and keeping clear and accurate records of all queries, complaints, lost property and repairs and ensuring the information is delegated to, and resolved by, the relevant department
- Cashing up and banking at the end of each shift and ensuring that shifts are balanced accurately completing relevant documentation

Network Marketing - 09/2016 - 05/2018**Live Free, Beirut****Auditor - 05/2012 - 09/2012****Press Baino, Beirut****Sales Representative - 07/2011 - 10/2011****Farms Co. Ta'nayel, Beirut**

Skills

- Fluent in English and Arabic
- Good in French
- Microsoft Office proficiency
- Strong leadership skills
- Critical thinking
- Good communication skills
- Quick learner
- Decision maker
- Focus on customer satisfaction

- Persuasive

Committees and Professional Societies

- Former president of Al Aheba club and Al Irtekaa club at LIU.
- Volunteer at Al Mabaraat Association to help kids and orphans.
- Volunteer at Beirut Marathon Association.
- Volunteer at Dafa Campaign.

Certifications

- Supply Chain Management: **Libnor**.
- ISO Water Foot Print: **Libnor**.
- Standardization Process for ISO9001: **Libnor**.

Interests

Football, hiking, swimming, spending time with friends and family, reading and volunteering.