

# ► Peter Michel El Helou

31 March 1995

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## Objective

To secure an administrative position in a unique and challenging environment in which I can utilize my skills to contribute to improve profitability and performance of an organization.

## Education

Bachelor in Business Administration/Accounting and Audit –May 2017

- La Sagesse University – Furn El Shubbak.

Sciences Economiques-2013

- Notre Dame des Anges des Pères Capucins – Badaro.

## Experience

Assistant Quality Assurance Manager – Omnipharma S.AL Lebanon (August 2018 - Till present)

- Monitoring Of Cold Products, Delivery Vans, Temperature And Humidity profiles on the system daily.
- Print reports and send them to QSHE Manager for final approval and signature.
- Fill the data Logger Form log book once reports are ready.
- Download the temperature monitors provided with the shipments as well as their relevant calibration certificates.
- Check the profiles and notify the QSHE Manager on their status by e-mail.
- Entering the products on the ERP System.
- Notify the QSHE Manager to approve the release.
- Reconcile the release labels.
- Conduct the monthly physical check of the expiries.
- Assist when preparing shipments for destruction.
- Check physically the returned goods and notify the QSHE Manager to proceed with the Assessment.

Assistant Cost Controller – EmSherif Restaurant (June 2017 – July 2018) - Sodeco, Lebanon

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.

- ▶ Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- ▶ Generate reports, store completed work in designated locations and perform backup operations.
- ▶ Keep information confidential.
- ▶ Respond to queries for information and access relevant files.
- ▶ Comply with data integrity and security policies.
- ▶ Analyzing changes in product design, raw materials, manufacturing methods or services provided, to determine effects on cost.
- ▶ Making estimates of new and proposed product costs.
- ▶ Providing management with reports specifying and comparing factors affecting prices and profitability of products or services.
- ▶ Conducts physical inventories and monitors cycle count program.
- ▶ Reconciles finished goods inventories.

Data entry operator – EmSherif Restaurant (June 2017 – July 2018) - Sodeco, Lebanon

Customer Relation – Library Tony(August 2013 - September 2013/August 2014 - September 2014)– Chiyah, Lebanon

- ▶ Preparing invoices.
- ▶ Formulating work schedules.
- ▶ Handling effectively telephone requests by processing the information received accurately and efficiently.
- ▶ Resolving service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and examining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

### **IT & Languages**

- ▶ Microsoft office,Internet Searching.
- ▶ Fluent in Arabic, Good in French and Good in English (reading, writing and speaking)

### **Hobbies**

- ▶ Football and Swimming.

### **References**

Available upon request.