Elie Khalil

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💼 LinkedIn: Elie Khalil | 🖥️ Available for full-time or contract work

I. PROFESSIONAL SUMMARY

Experienced and highly versatile IT and Operations professional with over 10 years of experience across the retail, food service, healthcare, and media sectors. Skilled in IT support (hardware & software), reporting, inventory, procurement, logistics, and administrative management. Proven ability to lead cross-functional tasks, from technical troubleshooting to data reporting and supplier management. Known for being adaptable, reliable, and solutions-oriented.

Leadership Highlights:

- Directed IT & procurement strategy across 30+ stores, reducing costs while improving efficiency
- Collaborated with suppliers, partners, and aggregators to enhance business agility
- Oversaw reporting for sales, inventory, and operations across healthcare and food sectors

II. EXPERIENCE

IT Support & Sales Operations Lead – Khoury Home, Lebanon
[2011] – [2014]

- Provided IT support to the sales team, ensuring proper system functionality and hardware maintenance
- Handled price updates, reports, and troubleshooting issues with POS systems and terminals
- Coordinated between sales and IT teams to ensure smooth daily operations

Operations & Technology Manager – Alamar Foods, Lebanon
[2014] – [2024]

- Led all IT operations: hardware/software support, system maintenance, and report automation
- Generated and managed reports: Daily/Weekly Sales Summaries, P&L, Product Mix, Price Updates
- Managed offers and coupons, updated backend systems and worked closely with aggregators
- Sourced suppliers, handled price negotiations, prepared POs, and received inventory
- Conducted end-of-month inventory, item creation, and store transfer entries

- Handled admin duties and minor maintenance-related tasks across the business

Technical IT Support – Lebanese Hospital Geitawi, Lebanon
[2024] – Present

- Provided software & hardware support across all hospital departments
- Responded to daily tickets (e.g. WiFi, access setup, hardware issues, new installations)
- Handled tasks related to PC setup, switches, cameras, access control, and phone lines
- Participated in setting up new hospital departments & floors with required IT infrastructure
- Monitored IT inventory and assisted in installing and maintaining new servers

IT Support Technician (Part-Time) – OTV Lebanon
[2021] – Present

- Responded to technical tasks from studios and regie
- Maintained and troubleshot all studio IT hardware
- Supported IT operations during broadcast hours ensuring uptime

III. SKILLS

Software & Systems: Omega Software, Time & Attendance Systems, POS systems
Hardware: Servers, switches, access control, CCTV, Wi-Fi systems
Reporting: P&L, Sales Summary, Inventory Transfers, Product Mix, Excel
Procurement: Supplier Sourcing, Price Comparison, PO Creation, Shipment Handling
Other: Import & Export Documentation, Basic Accounting, Admin Support

IV. EDUCATION

Bachelor's Degree or Diploma in [Your Major]

[American University of Culture and Education], [Updated 2025]

V. LANGUAGES

Arabic: Native

English: Fluent

French: Intermediate