

# Joy El Khoueiry

Address: Qortada, Lebanon | Citizenship: Lebanese | Cellphone: +96170838031 |

Email: [joekhoueiry57@gmail.com](mailto:joekhoueiry57@gmail.com)

## **Objective:**

I am looking for a challenging position in an active, dynamic environment that allows me to grow efficiently and productively.

## **Education:**

**Université La Sagesse, Furn El Chebbak, Lebanon** **2014 - 2020**  
Bachelor of Science in General Business

**Collège Sainte Thérèse, Furn El Chebbek, Lebanon** **2013 - 2014**  
Graduated ES – Economic Sociology

## **EXPERIENCE**

**Facilitate International – (Zouk, Lebanon)** **June 2025 – Present**  
**Project Coordinator**

### **Main Duties:**

- Managing international projects from the beginning till the end.
- Tracking project's progress while preparing the reports for management.
- Organizing services and resolving delays and issues.
- Collecting data and analysis for the final project evaluation and reporting.
- Communicating effectively with the team, clients and suppliers.
- Preparing invoices for multiple projects and assist in payroll processing.
- Managing budgets and costs related to international operations to optimize efficiency.

**BUTEC Property Management (BPM) – (Mkalles, Lebanon)** **February 2023 – May 2025**  
**Assistant operations manager**

### **Main Duties:**

- Managing daily administrative tasks to make sure that everything is perfect.
- Managing daily operations of technicians and cleaners.
- Managing the stock.
- Planning the usage of materials and human resources.
- Assist in the negotiations of contracts and delivery schedules.

- Collaborate with other team members to solve problems.
- Respond to customers inquiries and complains in a professional way.
- Maintain records of all business activities (customers data, financial records...).

**Quality controller**

**April 2019 – February 2023**

Main Duties:

- Quality control for 236 shops and projects
- Site visit & Reporting
- Stock control
- Time and schedule control
- Uniform control
- Client satisfaction
- Money transport
- Salary distribution

**BUTEC Utility Services (BUS) – (Mkalles, Lebanon)**

**Internal Auditor / Inspector**

**March 2017 – April 2019**

Main Duties:

- Bill collection reconciliation
- Data accuracy reconciliation
- Timekeeping attendance
- Meter reading
- Petty cash
- Site visit

**BUTEC Holding (Mkalles, Lebanon)**

**Admission – Customer Services – Security Guard**

**- January 2016 - March 2017**

Main Duties:

- Protecting the property of the building and managing safety issues (fire, theft, attack...).
- Ensuring the security and assisting the employees and customers.
- Patrolling property and inspecting access points.

**Alfa Telecommunication (Furn El Chebbak, Lebanon)**

**Call Center**

**August 2015 – April 2016**

Main Duties:

- Receive payment by cash, credit cards.
- Compute and record totals of transactions.
- Assist customers by providing information and resolving their complain.

**Protectron Security (Furn El Chebbak, Lebanon)**  
**Security Guard**

**2022 – June 2025.**

- BL Harbert (Armed Guard) - **April 2025 – Present.**
- German Embassy (Security Guard) - **October 2022 – March 2023.**
- World Vision (Extra Guard) - **July 2021 - October 2022.**
- German Embassy (Backup Guard) - **January 2022.**
- Extra Guard (upon request during events and missions) - **December 2022 – Present.**
- Cash in Transit agent - **January 2022 till Present - upon request.**

**Common Main Duties:**

- Maintain a communication line with back up manpower to ensure emergency or additional guard coverage in expeditious manner.
- Patrols and survey the location.
- Car inspection.
- Securing site or premises.
- Routine search.
- Providing assistance to all visitors.
- Reporting incident.
- Assessing the security needs of emergency situations.
- Protecting the property and managing safety issues (fire, theft, attack...).
- Detecting suspicious activities.
- Monitor and inspect buildings and access points.
- X-ray screening.
- Access control.
- Money Transfer.

**Skills:**

**Languages:**

Arabic - Native

French - Excellent

English - very good

**Computer Skills:** Microsoft Applications (Word – Excel – Outlook – SharePoint – PowerPoint – Visio – Dynamics)

**Personal Interests:** EndNote, Excellent Internet Research Skills

**Non-academic achievements:**

Scout Des Cedres, Group “Mar Mikhael – Chiyah “2009 – 2017”

- Assistant chief routier 2016 – 2017
- First Aid training.
- Fire prevention training.

*References available upon request*