

HUSSEIN KHEIRELDEEN

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CAREER SUMMARY

Results-driven Cost Control and Procurement Professional with a Bachelor's degree in Banking and Finance and hands-on experience across hospitality and F&B sectors. Proven ability to monitor costs, optimize procurement operations, manage inventory, and ensure financial accuracy. Recognized for strong analytical thinking, problem-solving, and cross-department coordination. Fluent in Arabic and English, with advanced proficiency in Microsoft Office, Noria, and Venda systems.

WORK EXPERIENCE

- F&B Cost Controller & Management Operator | PU, Lebanon

January 2025 – Present

- Oversee cost control operations to ensure budget adherence and financial efficiency.
- Manage procurement operations, supplier orders, and timely deliveries.
- Maintain and update recipe costing and reporting systems.
- Supervise inventory management and variance analysis across branches.
- Process supplier payments, handle petty cash, and maintain financial accuracy.
- Collaborate with finance and operations teams to streamline procurement and cost strategies.
- Also act as Management Operator, overseeing daily operations, coordination, and reporting between departments.

- Cost Controller | Fairco International S.A.L, Lebanon

July 2024 – December 2024

- Monitored costs and ensured compliance with budgeting requirements.
- Handled accounts payable/receivable and supplier invoice recording.
- Managed petty cash transactions and financial reconciliations.
- Conducted cost variance analysis and prepared cost control reports.
- Followed up with suppliers to ensure pricing accuracy and timely delivery.
- Collaborated with the procurement team to maintain optimal stock levels.

- Purchasing & Inventory Assistant | Fairco International S.A.L, Lebanon

May 2022 – June 2024

- Assisted in preparing purchase orders and verifying supplier invoices.
- Helped perform stock counts and transfers between branches.
- Supported the procurement team with day-to-day coordination and reporting.

EDUCATION

Bachelor's Degree in Banking and Finance, Lebanese International University | 2018 – 2022

CORE SKILLS

- Cost Control & Analysis
- Financial Reporting & Reconciliation
- Procurement & Supplier Management
- Inventory & Stock Control
- Expense Monitoring & Cash Handling
- Microsoft Office (Word, Excel, Outlook)
- Accounting Systems: Noria, Venda
- Languages: Arabic (Native), English (Fluent)

SOFT SKILLS

- Detail-Oriented & Organized
- Strong Time Management
- Problem Solving & Analytical Thinking
- Communication & Team Collaboration
- Adaptability across Finance, Procurement, and Operations