

# Houssein Chalhoub

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## Education

### Saint Joseph University of Beirut

- Bachelor in Business Management

Jan 2022 – July 2025

## Experience

- Supply Chain and Operations Specialist- AutoLubumbashi** Sep 2025-December 2025
  - Oversaw end-to-end inventory management, from goods reception to final delivery, ensuring accuracy in stock levels and product flow.
  - Implemented a weekly stock-count process to improve visibility, reduce discrepancies, and maintain records.
  - Establish and enforce quality assurance & control protocols in collaboration with the central warehouse manager to guarantee product standards.
  - Maintained and updated SAP ERP system in real-time, ensuring precise and reliable data.
  - Supervise the product showroom displays, ensuring optimal presentation and organization.
  - Coordinate with external partners and manage large-scale deliveries to corporate clients.
- Internship in Accounting - **AGA** Nov. 2024 -August 2025
  - Supporting the audit process of engineering-based projects and related documentation.
  - Reviewing technical and financial documents to ensure compliance and accuracy.
  - Gained exposure to the intersection of engineering and financial auditing.
- Internship in Accounting - **Akil for Accounting and Auditing** June 2023-August 2023
  - Performed basic accounting tasks such as recording transactions and organizing invoices.
  - Entered financial data into spreadsheets and assisted with bookkeeping.
  - Supported the finance team in preparing internal reports.
- Internship in Accounting & Sales - **Boucherie H.C.** June 2022-August 2022
  - Assisted customers with purchases and managed the cash register.
  - Maintained accurate sales records and balanced the cash drawer at the end of each day.
  - Provided customer service and ensured smooth daily operations.

## Project

- Principles of Marketing - USJ**
  - Conducted a comprehensive marketing analysis on Toyota, including micro and macro environmental factors.
  - Designed and analyzed a consumer questionnaire with 143 respondents, providing strategic insights.
- Social Entrepreneurship Project – Co-founder of “Milkna” – USJ**
  - Produced affordable, local dairy in Lebanon using sustainable, solar-powered farming.
  - Empowered underprivileged women through jobs, training, and fair wages.
- Strategic Market Positioning & Digital Transformation for Munchies House – USJ**
  - Managed marketing strategy for Munchies House, including SWOT, 4Ps, and digital updates.
  - Ran survey (40 responses) and launched online and social media campaigns during COVID-19.

## Summary Skills

Microsoft Office, Microsoft Access, Communication, Negotiation, Time Management, Analytical Thinking, Attention to Details, Customer Service.

## Extra-Curricular

- Volunteer in Dafa Campaign
- Community builder at municipality of Haret Hreik
- Member in the Football team at USJ