

Houssein Chalhoub

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Education

Saint Joseph University of Beirut

Jan 2022 – July 2025

- Bachelor in Business Management

Experience

- **Supply Chain and Operations Specialist- AutoLubumbashi** **Sep2025-December2025**
 - 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

Micorsoft 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