

PROCESSES& PROCEDURES • RESTRUCTURING • COST OPTIMIZATION

Consistently reducing costs through Efficient & Effective Operations

➔ **ENVISIONING** solutions and driving them to reality, **EMBRACING** challenges, **SOLVING** Complex Operational Issues.

➔ **360-degree view** with over 9 years' experience **ACHIEVING** Operational Excellence & **IMPROVING** production.

🔗 **KEY in Exploiting Potential Growth Opportunities for your Business** 🔗

Skills & Areas of Excellence include:

- Operations Management
- Production Management
- Inventory Management
- Financial Management(P&L)
- Project Management
- Scheduling & Planning
- Stakeholders Management
- Waste Control
- Quality & Food Safety
- Building Customer Satisfaction
- Supplier/Vendor Management
- Cost and Operational Efficiencies

Professional Experience Demonstrating Operational Excellence

Tony's Food s.a.r.l - Beirut, Lebanon

Jan2019-present

Tony's Food is a

• **Operations Manager/Production Manager**

Lead and direct efficiently and effectively the entire operations and production facility of 30 headcount with a turnover of \$900,000/yr.

Set the whole Processes & Procedures of Production & Operations of Tony's Food

➔ *Reduced costs by 2.5% within a short period of time* ←

• **Production Management, Cost & Operational Efficiencies:**

- ↓ Utilized production machines. Maintained consistency of production. Oversaw product quality.
- ↓ Unified the product weight standards & outsourced raw materials reducing waste & cost of goods by 7% & 5.5%.
- ↓ Negotiated with suppliers and proved terms of payment. Launched new items after market research.
- ↓ Optimized fuel and Diesel consumption of the production machine by -----

• **Financial Management, Stakeholders Management:**

- Coordinated with finance, marketing & store managers on the action plan to cut costs to the minimum.
- Took action on closing unproductive facilities. Implemented P&L for each affiliate facility.
- Rescheduled and planned labor hours. Cancelled overtime.

Ibdaa2018 -Beirut, Lebanon

Jan2018-Apr2018

Ibdaa 2018 is a project

• **Small & Medium Enterprises Advisor**

Led the overall SME growth implementing strategies & developing private & public sector.

Portfolio Management | Small & Medium Enterprises | Micro Finance | Loans | Strong Analytical Skills

MetLife Insurance - Beirut, Lebanon

Feb2016-Dec2018

- **Financial Advisor**

Life Insurance | Retirement Plans | Educational Plans | Saving Plans | Strong Communication Skills

☞ Achieved the target of \$800K bringing 48 insurance policies using my network and communication skills☞

Credit Libanais - Beirut, Lebanon

Oct2011-Jan2016

- **Internal Accountant**
- **Approving Loans**

Apr2013-Dec2016

Apr2011-Apr2013

Budget Management☞ Asset Liability Management ☞ Accounting Data Management ☞ Market Research ☞ Commercial Loans Approval ☞ Customer Service ☞ Financial Advisory ☞ Mortgage Loans ☞ Collection ☞ Client Relationship

Casper& Gambini's- Beirut, Lebanon

Jan2007-Jan2010

- **Supervisor**

Trained, developed and coached staff on customer service and operational efficiencies

EDUCATION& CERTIFICATION

☐ **Bachelor in International Economics**, Arab Open University, Beirut, Lebanon (2011) ☐

☐ **Certificate of Taxation**, Arab Open University, Lebanon (2014) ☐

☐ **Certificate of Micro finance**, Arab Open University (2015) ☐

COMPUTER SKILLS

☐ Microsoft windows (95, 98, ME, 2000) ☐ XP HOME EDITION ☐ FoxPro ☐ Dolphins ☐ Equation ☐ ICBS ☐ Outlook) ☐ Microsoft Office ☐
