

Ms. NOUR A. HARKOUS

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EDUCATION

From 10/13 to 01/16	American University of Beirut Bachelor in Agribusiness Courses Taken: Accounting, Finance, Marketing, Management, Agricultural, nutrition, and food science	Beirut, Lebanon
From 10/01 to 05/13	Carmel Saint Joseph French Baccalaureate in economics	Beirut, Lebanon

EXPERIENCE

From 06/18 till now	Bankers Insurance Position Held: Freelance Financial advisor <ul style="list-style-type: none">Cover retirement and protection plans through financial analysis studies ACT Learning center Position Held: Freelance Trainer <ul style="list-style-type: none">Train food safety and quality subjects through seminars organized by the center	Beirut, Lebanon
From 06/14 to 04/18	Harkous Chicken Group Position Held: Quality and Food Safety Manager <ul style="list-style-type: none">Managed and unified one certified system for all the company, which resulted in fast timelines and high efficient levels. Updated and simplified content continually. Removed more than hundred forms used. Integrated local and international quality and food safety references for validation.Reduced quality department costs and waste to more than fifty percent.Trained and examined more than two hundred employees, which resulted to ninety percent competency tests above average.Reported internal audits on suppliers and company sections, which eliminated non conformities of external audits to zero major and minor findings.Achieved continual Improvement by completing challenging action plans periodically, such as increased corrective actions effectiveness on 2017 to eighty three percent.Reported three years business plan of the company and an academic writing titled "what leads to an effective executive?"	Beirut, Lebanon
From 06/13 to 06/14	Harkous Chicken Group Position held: Food Safety Team Leader <ul style="list-style-type: none">Designed the quality system and earned ISO9001:2015, ISO22000:2005, and HACCP by Sai global, based in Australia.	Beirut, Lebanon
From 06/10 to 08/10	Harkous Chicken Group Position held: Internship accountant <ul style="list-style-type: none">Entered and updated data into the company's software	Beirut, Lebanon
From 06/09 to 08/09	Harkous Chicken Group Position held: internship Administrative Assistant <ul style="list-style-type: none">Organized suppliers' files and collected administrative data	Beirut, Lebanon

Courses, Workshops, audits, and Trainings

10/18	Conference Multi stake holder SDG Forum at Serail
10/18	Conference Current Economic Situation in Lebanon at the Central Bank
05 /18	Sales and NLP Training at Bankers and CMA classes attendance at Morgan
01-03/18	Purchase management training of Harkous Chicken Group
11/17	Global Health Diplomacy Workshop by Global Health Centre at AUB
05/ 17	Earned highest grade of Auditor/ Lead Auditor (ISO2200:2005) course by Sai & IRCA
12/16	Body Language training by Human Resource Manager of Harkous Chicken Group
11/16	ISO9001:2015 Foundation course by Sai Global
05/15	Root Cause Analysis training by Sai global lead auditor
03/15	Attended external audits ISO22000:2005 of Krikita with Sai Global lead auditor
03/15	Food Safety in Poultry Processing training by Republic of Lebanon Ministry of Industry
02/15	Implemented Internal audit ISO 22000:2005 to Royal Gourmet
01/15	Internal Auditor ISO22000course by CSA Group (learning institute. Ontario, Canada)
10/17	Conference Elanco annual meeting for international poultry science
10/17	Conference Multi stake holder SDG Forum at Maamari Auditorium, OSB, AUB
03/16	Conference beyond threshold at Bathish Auditorium, Westhall, AUB

SUMMARY SKILLS

Languages: Fluent in English, Arabic and French (writing, reading, and speaking)

Computer skills: Software Group, MS Word, Visio, Excel, PowerPoint, Internet use, and access

Research Skills: Readings from academic references, from university online library, about: executive business leadership, Women empowerment, and food microbiology. Readings from books and international references: ISO 9000 standards, ISO 9001:2008, ISO9001:2015, ISO 22000:2005, FSSC, Codex Alimentarius, FDA, etiquettes, Business negotiation, Global health diplomacy.

Soft skills: Motivation, Leadership, Communication, Team-Building, Organizational, Management, Public Speaking, enthusiastic, positive thinking.