

# Charbel El-Khoury



**Date of Birth** : 17 / 10 / 1989  
**Place of Birth** : Lebanon  
**Marital Status** : Single  
**Languages** : Arabic, English and French  
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## ***Degrees***

2014: BS in Information System as Major, Business Management as minor

Faculty of Sciences, University of Balamand, El Koura, North, Lebanon

## ***Education***

2007: Bachelor Degree Elementary General Science High School of Saint Elie, Batroun.

## ***Certificate***

2017: Four and a Half million hours Lost Time Injuries Certificate from Zakhem International Construction.

2016: Two million Hours Lost Time Injuries Certificate from Zakhem International Construction.

2016: Certificate of Completion in First Aid from Kenya lifesavers Organization.

2016: Certificate of Completion in Fire Safety Awareness from Kenya lifesavers Organization.

### ***Computer Skills***

Dream Weaver, SQL, Microsoft Office, Photoshop, Language C++ and Java

### ***Business Skills***

Marketing, Management, Sales, Accounting and Finance, Public Relation, Negotiation and Team Management Development.

### ***General Knowledge***

Logistic, Transport, procurement.

### ***Professional Experience***

***March 2019 up to Date:*** Kuje Daily Bakery Nig LTD, Kuje Bread, Abuja - Nigeria.

Position: Head of Administration and Finance.

- Supervising Operation.
- Coordinating Marketing and sales.
- Meet up with the market orders.
- Controlling distribution process.
- Inventory Controller.
- Keeps and records Stock.
- Controlling Raw Material Consumption.
- Reporting to Head Office.
- Maintain a safe and secure work environment.
- Negotiation Deal with Suppliers, Staff, Clients.
- Managing Following Departments: Packing section, Security, Production, Administration, Accounts, Procurement and Store.
- Establishing Policies, Procedures and work schedule.
- Managing staff, financials and company assets.
- Audit accounts.
- Prepare staff payroll.
- Communication with official and public agencies.

**October 2018 up to February 2019:** Enerco Nigeria Limited, Bauchi - Nigeria.

Re-Habilitation Bauchi-Gombe Road, Federal Project.  
Position: Administration and Store.

- Operation Analysis.
- Inventory Planning.
- Inventory Controller.
- Keeps and records Stock.
- Controlling Consumables Consumption.
- Reporting to Head Office.
- Maintain a safe and secure work environment.
- Negotiation Deal with Suppliers, Staff, Contractors.
- Managing Following Departments: Yard Maintenance, Security, Weighbridge, Administration, Accounts, Life Camp, Procurement and Store.
- Establishing Policies, Procedures and work schedule.
- Managing the site staff, financials and company assets.
- Communication with official and public agencies.

**October 2016 up to February 2018:** Zakhem International Construction, Kenya.

Pipeline Project Replacement, kpc (from Mombasa to Nairobi, 450 klm)  
Position: Warehouse Manager, System Controller / Logistics (Diesel Controller).

Working under ISO 9001 QMS, ISO 14001 EMS and OHSAS 18001.

- Operation Analysis.
- Inventory Planning.
- Inventory Controller.
- Supervising and appraising staff.
- Ensuring compliance with health and safety legislation.
- Controlling Diesel Consumption.
- Liaising with project administration.
- Keeps and records Stock.
- Logistics material/Diesel distribution.
- Material controlling
- Applying warehouse forms: Controlling Stocks (stock cards), Receiving (Store Receive

- Voucher), Issuing (Store Issue Voucher), Demand (Requisition Slip).
- Ensure of following up warehouse procedures.
- Follow up consumables levels.
- Order for low level items.
- Coordinating with purchase department.
- Re-packing item.
- Supervising offloading, loading trucks and containers.

**November 2015 till September 2016:** Zakhem International Construction, Kenya.

Pipeline Project Replacement, kpc (from Mombasa to Nairobi, 450 klm)  
Position: Store Officer (inventory system manager) / Logistics (Diesel Controller).

- Update Data in INVENTORY SYSTEM.
- Inventory Controller.
- Controlling Diesel Consumption.
- Defining Items, warehouse location.
- Cost Center, Ledger and Auxiliary account.
- Logistics Diesel distribution.

**June 2015 till November 2015:** Zakhem International Construction, Kenya.

Pipeline Project Replacement, kpc (from Mombasa to Nairobi, 450 klm)  
Position: Store Keeper.

- Update stocks level.
- Confirm stocks physically.
- Maintain good housekeeping of the storage area.
- Apply framework on staff.
- Categorization of items (Sorting).

**October, November 2014:** Alibert furniture Abuja, Nigeria as Store Officer.

- System Data Entry.
- Defining Items.

## **References**

*References Available upon request.*