

EL-HELOU Alaa

Tripoli, Lebanon | alaa.h82@gmail.com | +961-3-027382 | Married with 3 children |

Professional Summary

Experienced and results-driven Branch Manager with over 18 years in accounting & sales management. Proven track record in maximizing sales, implementing efficient inventory systems, and improving accounting and financial performance. Skilled in financial management, team leadership, and strategic business growth.

Core Competencies

- Retail Management
- Sales Strategy & Execution
- Financial Oversight
- Inventory Management
- Customer Relations
- Team Leadership
- Problem-Solving
- Business Development

Professional Experience

- Admin & Stock keeper:

Ibad Al Rahman Association | February 2023 – Present

- Manage database and information system
- Maintain network stability and performance
- Record financial transactions

- Manage invoices and payments
- Accept and verify the quantity of new stocks
- Organize and stock items
- Use information system to track stock
- Keep accurate records of stock movements
- Update inventory database
- Adhere to safety regulations and guidelines

➤ Branch Manager:

Al Amine Roasters, Lebanon | April 2011 - February 2023

- Manage all aspects of branch operations, including sales, inventory, accounting and customer service
- Record financial transactions
- Maintain accurate financial records
- Analyze financial performance of the branch
- Manage invoices and payments of the branch purchases and expenses
- Process employee attendance and salaries
- Oversaw cash flow management and invoice reconciliation
- Develop and execute strategies to meet sales targets and expand customer base
- Supervise and mentor staff, fostering a high-performance team environment
- Resolve customer complaints effectively, maintaining high satisfaction rates
- Collaborate with top management on growth plans and sales strategies
- Ensure Network Stability and security
- Ensure information system working properly

➤ Senior Sales Representative:

NAPCO Riyadh Paper Products Co., Saudi Arabia | December 2005 - 2011

- Meet & Exceed sales targets for a wide range of paper and household products
- Manage customer relationships and expand territory coverage
- Conduct regular account reconciliations and maintained accurate sales records
- Provide market intelligence on competitor activities and emerging trends

Education

- Bachelor degree in Management Information Systems, Al-Jinan University, 2024, GPA: 3.23/4
- Accounting and Finance, AZM University, 2022
- BT3 Information Administration, 14.4/20

Technical Skills

- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- ERP Systems: Oracle (JDE), AS400
- Retail Software: Noria, Venda, Omega, NAV

Languages

- Arabic: Native proficiency
- English: Intermediate
- French: Intermediate