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| Rania ELHAYEK ELBOUSTANY **Time working gives my personality the ability to develop the vision and insight needed to influence and provide strategic decisions.**  **Being a true professional to optimize internal processes for maximum efficiency.**  **Rania is looking for an opportunity to join a growing and dynamic business that wants to recruit talented managers** | | | | |
| Personal Info **Phone**  **961 3 319671**  **E-mail**  [**Raniahayek77@gmail.com**](mailto:Raniahayek77@gmail.com)  **LinkedIn**  **Linkedin.com/in/raniahayek77**  **Driving License: Yes**  **Nationality: Lebanese** | | | | Areas of expertise The ability to analyze quality and performance  To be thorough and pay attention to detail  Analytical thinking skills  The ability to monitor my own performance and that of my colleagues  Concentration skills  Business Management skills  Leadership skills  The ability to use my judgement and make decisions |
| Academic Qualifications | | | | |
| Institution [Date from - Date to] | | | | Degree(s) or Diploma(s) obtained: Management Business Administration  Master on Management and Quality Control Assurance- Agrofood  Agriculture Engineer |
| **2012-2014**  **2004-2005**  **1995-2000** | | University of Saint Joseph  Faculty of Management, Dauphine, Sorbonne  Agence Universitaire de la Francophonie AUF (USJ, INAPG Paris)  Ecole Supérieure de l’Institut d’Agronomie Mediteraneenne | |
| Key Skills and Competencies Ensure that all staff are appropriately trained to meet the job specific requirements of their role  Practical knowledge of Quality system  Willing to travel and open to the idea of relocation  Experience working closely with Quality Management system  Working knowledge of HACCP and ISO standards  ***Personal***  Hard working and motivated  Positive “Can DO” attitude | | | | |
| Languages **Arabic OOOOO**  **Native proficiency**  **English OOOO**  **Advanced**  **French OOOO**  **Advanced** | | | Certifications  * Training on Control of food contact Materials, their use and marketing EU, 2018 * Training on the Rapid Alert System for Food and Feed (RASFF) “Strengthening collaboration between EU and non EU countries” , EU 2015 * Training on EU Practice in Food Traceability, EU 2015 * Training course on sampling for food contaminants , EU 2015 * Training course on the surveillance of the Lebanese organic sector , Lebanon 2014 * Training course and feasibility study - The Banking and Financial Institute of Lebanon, Lebanon 2012 * Workshop on Project Cycle Management , Notre Dame University , Louaize, Lebanon 2011 * International course on table olive standards – International Olive Council, Spain 2010 * Workshop in Food Safety (Sanitation, GMP, HACCP, Labeling) - T&A consulting, Lebanon 2007 * Training on ISO 22000:2005 Qualeb Program , 2007 | |
| Work Experience | | | | |
| **Date** | April 2014-Present | | | |
| **Location** | Lebanese Ministry of Agriculture | | | |
| **Position** | Head of the Import, Export and Plant Quarantine Service,  A Hands ON and committed manager who is able to drive The import export service through effective management  Day to day management Of border inspection team To support The monitoring and control on Borders With The compliance Of ministry of agriculture policies. Excellent attention to Detail, diplomatic and supportive To team members And possess Superb communication skills | | | |
| **Description of Duties** | * Control and manage the inspection and issuance of plant permits; * Manage and monitor the enforcement of crop legislation at all Lebanese plant quarantine stations; * Ensure compliance with International Plant Protection Convention International Standards for Phytosanitary Measures (ISPMs); * Manage and coordinate the department staff at the central and border inspection centers; * Assisting with the training and development of staff; * Writing up SOP manual. * Dealing with technical Issues as They Arise * Improving relationships with farmers and traders on phytosanitary matters including best farm practices as well as import/export procedures and requirements; * Overseeing and coordinating The Investigation of customer and Traders complaints and non-conformities consignments * Investigating incidences of staff non compliance of procedures * Carrying Out Routine sampling Of imported Products * Lead and manage Lebanon’s surveillance program for the early detection of pests of plant quarantine importance * Inspect and audit certified treatment operators to insure compliance with ISPM 15 for wood packaging material; * Carry out pest risk analysis for national early warning purposes | | | |
| **Date** | October 2010 – April 2014 | | | |
| **Location** | Lebanese ministry of Agriculture | | | |
| **Position** | Head of Food processed department | | | |
| **Description of Duties** | * Performed quality control and quality assurance functions for multiple facilities * Analyzed test reports and draw out the areas that need improvements * took corrective actions and ensured the food management practices meet the set standards and complies with the Lebanese regulations * Advised the organization on the general Food safety, storage practices and hygiene maintenance measures * conducted public Presentations and seminar on food safety and standards * Inspecting the food packaging and storage methods adopted by the organization and suggesting changes if analysis confirms any inefficiencies * visiting Facilities and perform food audit as per the instructions and procedures stated By The department of food safety * Receiving Samples from food facilities and sending them For Analytical tests and quality measurement examination. Providing Technical Training to staff on food management and quality confirmation tests * Preparing Reports on audit findings and stressing on urgent changes to the management. | | | |
| **References** | Available on Request | | | |