



PERSONAL PROFILE

Nationality Lebanese
Date of birth August 27th, 1978
Marital Status Married
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KHALIL SIMON FRAYFER

Operations / Production Management

WORK EXPERIENCE

2010 - Present Operations Management

PrintHouse s.a.r.l - *Kaslik, Keserwan, Lebanon*

- Manage day to day operations to ensure proper workflow:
End to end management of daily operations of the printing press, including the technical, personnel and production functions.
- Lead a team of 35 employees between the different entities of PrintHouse (Libretek & Digital and Offset Solutions).
- Determine production priorities by reviewing customer order requirements and production schedules; analyzing equipment, materials and employees availability; coordinating schedules with sales and delivery date.
- Implement production, productivity, quality and customer service standards.
- Develop and achieve plant performance metrics including safety, quality, cost, delivery and process improvements, while maintaining Graphic Standards, Brand Identity and Quality Consistency.
- Reduce Inventory and Warehousing costs.
- Lower Distribution & Fulfillment Costs.
- Increase Marketing and Sales Responses.

2010 Project Leader (books department) - Senior Graphic Designer

SABIS® International School - *Adma, Keserwan, Lebanon*

- Leading more than 10 employees in the books department:
Graphic designers, Layout designers, illustrators...

2009 - 2010 Graphic Designer - Prepress Operator

Byblos Printing - *Mkalles, Beirut, Lebanon*

- Prepress, Client servicing, Imposition, Artwork, layout and professional design.

2008 - 2009 Graphic Designer - Prepress Operator

Anis Commercial Printing Press - *Achrafieh, Beirut, Lebanon*

- Prepress, Client servicing, Imposition, Artwork, layout and professional design.

2005 - 2008 Graphic Designer - Prepress Operator

Inc. Printers - *Karantina, Beirut, Lebanon*

- Graphic Designer, contributed to the Artwork department where skills were increased in design, layout, packaging, desktop publishing and file preparation.
- Prepress operator, follow-up job workflow from file preparation, finalizing, imposition and sending to press.

SKILLS

- Operations Management in printing industry.
- Experienced in managing workers in large production/manufacturing environments.
- Production Management and solid background in job costing and pricing.
- Planning and implementation of the full cycle of Manufacturing.
- Strong Pre-press knowledge of Software and Hardware.
- Solid exposure to printing, book binding, packaging procedures, packaging mold drawing and graphic design.
- Technical Knowledge in Printing Press Machinery.
- Strong Computer Skills.
- Good oral and written communication skills both in English, Arabic and French.
- Knowledge in both Offset & Digital Printing.
- Time Management.
- Work under pressure and beat deadlines.
- Adapt easily to new techniques.

HOBBIES



EDUCATION

BA in Graphic Design 2000 - 2006

American University of Technology
Halat, Lebanon

Gemology and Jewellery 1997 - 1999

Academie Michel Ange des Beaux Arts
Achrafieh, Lebanon

Bacc II 1982 - 1996

College St Elie
Batroun, Lebanon

LANGUAGES

ARABIC (NATIVE)

FRENCH (FLUENT - WRITTEN & SPOKEN)

ENGLISH (FLUENT - WRITTEN & SPOKEN)

KEY POINTS

- Literate in Macintosh and PC in the following programs:
 - Microsoft Office.
 - Microsoft Visio.
 - Adobe Photoshop, Illustrator, InDesign,
 - Acrobat and Distiller,
 - Enfocus Pitstop.
 - Quark Xpress, Corel Draw.
 - Heidelberg Signastation.
 - Profile Maker.
 - Kodak Preps, Prinergy Evo.
 - Agfa Apogee X, Apogee Impose.
 - Esko Artios CAD trained.
- Experienced with:
 - Agfa CTP (Avalon & Azura).
 - Kodak CTP (trendsetter).
- Color Management.
- Heidelberg Presses.
- Manroland Presses.
- Polar paper cutters.
- Stahl paper folding machine.
- Wohlenberg perfect binding machine.
- Ricoh Pro C7100X Digital Press.
- Canon Océ Vario Print.
- Agfa Anapurna flatbed.
- Esko Konzberg Router...