

Nadine Slim
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To be part of a team that leads the organization in the advancement of professional financial and administrative management. To be able to effectively contribute and be part of a forward-looking team while playing a key role in the team culture.

Experiences

01/09/2018 – Present | Regional Finance Officer, SPARK Stichting NGO

- Prepare financial reports for internal and external use for financial overview, planning and budget adherence.
- Maintain effective contact with field country offices regarding financial reporting and grant regulations, advising and training
- Monitor the country operations and provide the technical financial support
- Consolidate financial expenditure reports for the whole region and provide analysis on the financial position of the region
- Ensure correct budget processing, checking consistency and conformity of expenses items
- Prepare annual budgets and forecasts on an accurate and timely basis
- Assist in the preparation of internal and external audit
- Project budget drafting, follow up, reallocations and cost control
- Monitor and improve financial system in the region

01/07/2017 – 01/09/2018 | Finance Officer, SPARK Stichting NGO

- Train and coach local partner organizations in the improvement of their financial management systems, including drafting budgets and reporting on these budgets and preparing for external financial audits
- Control and process financial reports of local partners
- Be the main contact for the financial matters to all partners in the country and to the finance department of Spark in HQ in Netherlands
- Maintain contact with local bank and micro finance institutions
- Representing SPARK Lebanon at finance and HR meetings
- Support in follow up on staff contracts and payments, including record keeping recruitment, compliance, income and tax insurance
- General office management, cash management, accounting and administration support
- Supporting the HR department activities and assisting in all the duties
- Assist in the implementation of the activities of HES project Civic Leadership and Entrepreneurship trainings

01/07/2015 – 30/06/2017| Accountant, Abela Freres sal

- Handling and communicating with local and foreign suppliers inquiries
- Handling Customer inquiries, researching problems and developing solutions
- Assisting in carrying out company's internal audit and year end closing
- Support in follow up on payments, including record keeping recruitment, compliance, income and tax insurance
- Assisting in preparing budgets and forecasts
- Monitoring and resolving bank issues and reconciliations
- Training the junior accountants

**21/07/2014 – 21/08/2014 |
Internship, Banque Du Liban**

- A multifaceted training that covers financial, economic, legal, regulatory and administrative issues

Education

**2018-Present | Ecole Supérieure des Sciences Commerciales
d'Anger(ESSCA)**

- Master's degree in Digital Management

2018-Present | Holy Spirit University of Kaslik (USEK)

- Executive MBA

2012-2015 | Saint Joseph University (USJ)

- Bachelor in Economics (Top ten honorable students – Ranked 5/104)

Personal Qualities:

- Strong analytical and problem solving skills
- Good negotiation skills
- Good time management skills
- Highly trustworthy, discreet and ethical
- Excellent communication and interpersonal skills, quick learner and keen observer
- Smart and hard working with positive attitude

Language skills

- French – Fluent (DEL F B1 and B2)
- Arabic – Native
- English – Fluent (Saint Louis University certificate)

Computer skills

- MS Office (Word, Excel, PowerPoint, Outlook, Eviews)
- Experienced in working on Traverse Software

Volunteering Experiences:

- Volunteer at TLC “Tafawwaq Learning Center” (2017-2018)
- Tutored Biology and French to the needy students with “Operation 7^{ième} jour” in their “educational support programs” (2013-2015)
- Co-founder and Head of HR Team of the “ Secular Club” at Saint Joseph University of Beirut (2012-2014)

References: (References are available on request)