

A reliable and qualified Finance Officer in the non-profit organization management industry, with 6 years of experience. Skilled in Finance, Accounting, and Procurement. Proven to be a successful team player who possesses good communication skills and can work under pressure.

## Experience

### **Finance and HR Officer**

May 2019- Present

Premiere Urgence – Aide Medicale International

Tripoli, Lebanon

#### Main Duties

- Preparing supporting documents for all staff members and ensure that all HR files are complete and updated
- Preparing administrative equipment for all staff members (access cards, business cards, insurance cards, etc.)
- Receiving and compiling insurance claims for national staff, update the mission insurance follow up tracking tool and send it to coordination;
- Preparing NSSF HR files and send it to coordination staff
- Creating and Updating the base contact list on a monthly basis
- Preparing local staff contracts and ensure each staff is aware of contract terms and conditions;
- Ensuring the implementation and respect of HR policy and procedures;
- Assisting in the implementation of disciplinary measures
- Providing HR briefings to new staff members when needed;
- Tracking of the staff leaves and update concerned tools accordingly;
- Following up on the evaluation/appraisals deadlines for national staff and inform their managers accordingly;
- Updating the coordination HR database, Access and NSSF & income tax monthly report;
- Updating the organizational charts
- Maintaining and ensuring the completion of all recruitment documents in HR files;
- Filing and archiving the resumes received on the email address and transfer them to recruiters;
- Leading interviews when needed;
- Sending a job offers for the selected candidates.
- Preparing the pay roll at the end of each month and send it to coordination
- Preparing amendment of salaries, seniorities job descriptions when it's needed
- Managing the petty cash
- Withdrawing the bank money, in order to insure availability of cash at base level
- Preparing and validating any checks done at base level
- Monitoring due dates for payments of contracts

### **Assistant Finance Officer**

October 2015- March 2018

Mercy Corps, International Civil Society Organization

Tripoli, Lebanon

#### Main Duties

- Maintaining the office cash fund and make daily payments of approved transactions
- Preparing cash payment vouchers and ensuring that all cash transactions are properly documented
- Reviewing expenses reports
- Performing daily cash count
- Recording payment vouchers daily in the cash sub journal
- Preparing checks and wiring transfer requests based on fully approved documents
- Preparing bank payment vouchers and ensuring that all bank transactions are documented
- Recording payment vouchers daily in the bank sub journal

**Procurement and Logistics Assistant**

September 2015- October 2015

Solidarités International, International Civil Society Organization

Tripoli, Lebanon

**Main Duties**

- Updating price list and vendor databases for goods and services
- Applying and controlling Solidarités International procedures to all purchase of items, services and work contract
- Verifying and processing quote request, quotations analysis and IOF
- Negotiating prices, deadlines and methods of delivery
- Preparing the weekly treasury plan for all payments
- Managing of supplies
- Composing and archiving purchase folders

**Administrative, Finance and Procurement Officer**

November 2014- September 2015

Oxfam GB, International Civil Society Organization

Beirut, Lebanon

**Main Duties**

- Proceeding employees' salaries, and other HR tasks
- Following up on each payment
- Issuing checks for payment
- Making transfer payment
- Handling Petty Cash
- Preparing Bank reconciliation
- Following up on all office purchases and payment
- Following up with contractors and volunteer paperwork and payment

**Accounting and Procurement officer**

July 2013- September 2013

Kroum Ehden, Boutique Resort

Ehden, Lebanon

**Main Duties**

- Purchasing all items and stuff for the resorts
- Checking invoices
- Handling petty cash
- Managing the warehouse
- Managing the resorts events
- Making contract with new suppliers

**Junior Administrator**

October 2011- July 2013

Clarelle S.A.R.L

Zgharta, Lebanon

**Main duties**

- Handling Petty Cash
- Checking invoices
- Paying for temporary labor
- Proceeding with the supplier payment
- Following up on orders
- Managing the warehouse
- Preparing Purchase orders
- Preparing Bids

## Education

### **Master Degree in Business Administration (MBA) - Finance**

Fall 2011- Spring 2014

Université des Pères Antonines (UPA), Lebanon

### **Bachelor Degree in Business Administration (BBA) - Banking and Finance**

Fall 2008- Spring 2011

Université des Pères Antonines (UPA), Lebanon

## Training

### **Purchasing Department**

August 2010- November 2010

Clarelle S.A.R.L, Lebanon

### **Procurement Department**

July 2010

Centre Hospitalier du Nord (CHN), Lebanon

## Computer Skills

Microsoft Office, PeopleSoft Accounting Software, Navigator Accounting Software, Omega Accounting Software