

RESUME

Oussama Houblos

Date of Birth: 04 January 1993

Marital Status: Single

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OBJECTIVES:

I would like to be a part of an organization where I could enhance my knowledge and talent for the development of both the organization and myself.

EDUCATIONAL QUALIFICATION:-

Degree	College / School	Year of Passing
TS1: Accounting & Auditing TS1: Accounting & Auditing	Sidon College of Business, Lebanon - SUC Lebanon - SUC	2014 - 2015 2014 - 2015
BT – Accounting & Information Management Management	Kalamoun Institute Kalamoun Institute	2011 - 2014 2011 - 2014
Primary School	Pere Carme (carmaliyi) - Tripoli	1999 - 2010

Experiences:

1. Saudi 7 Group , KSA , Dammam / Jubail (July 2015 – Mai 2016):

- Petty Cash handling and keeping track of advances.
- Report to the Admin/Log Manager on the cash availability
- Assist in drafting the cash forecast report (quarterly/monthly)
- Update and maintain data and information on the accounting System (BDS / Access)
- Maintaining books of accounts and records of all expenditures and revenues.
- Handling Monthly pay-checks for almost 60 employees

2. Child Protection Animator – DPNA Tripoli – Dec 2017 – March 2018:

- Identify within the activities the children in need of further assistance - Act in the best interest of the child.
- Closely follow up individual child participation in activities and identify children with special needs.
- Reports to the social worker and/supervisors as soon as she/he suspect or observe or informed a child or children are at risk of abuse or being mistreated;
- Identify materials required for activities preferred by children and request for procurement
- Accomplish individual and collective assignments given by supervisors.
- Assist facilitator in coordinating events for the youth committees / groups.

3. Child Protection Assistant – Relief & Development International - July 2017 – Sep 2017:

- Facilitate and support the delivery of recreational and psychosocial activities with children,
- Supervise the day-to-day running of the activities and ensure all supplies are available to enable the delivery of quality activities.
- Liaise and report on a daily basis with the community and my supervisors to guarantee the smooth operation of the programs, sharing any updates.

4. Scout – Group Pere Carme - Tripoli :

- Manage a group of 6 to 8 children / scouts
- Conduct home visits and follow up with caregivers when requested (discuss educational challenges and behavior – guiding and support for the team)
- Implement recreational activities

Trainings :

- LTA/ Tripoli - Lebanese Transparency Association (2013 – 2014):

- Handling day to day payments and advances
- Follow up with Project Manager on project expenses
- Assist Project Manager with donor cash reports

- Save the children (2017 – 2018):

- Child protection minimum standards
- Introduction to PSS / recreational activities
- Psychological first aid
- Safe Identification and referral of Children at Risk

SADARA Chemicals Project / Saudi Catering Company - Jubeil KSA (2015 – 2016):

- Account Payable and Receivable. Stock taking and inventory control System.

REFERENCE:

Available upon request

Known Language:

Arabic, English and French (spoken and written)