

**FARAH DBOUK**  
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## SUMMARY

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***Finance Master's qualified, Lebanese, Multi-lingual (English, French and Arabic) Senior Treasury and Bank Relations Specialist***

*Eleven years full time experience in Finance, Control, internal audit, cash management, budgeting and forecasting and, treasury activities.*

*Experienced in people leadership playing a critical role in driving and leading staff to successful individual performance. Solid background in finance, Effective multi-tasking, Efficiency under pressure, Concise Time management.*

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## PROFESSIONAL EXPERIENCE

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**Alfa Telecom Company, Beirut, Lebanon**

**January 2006 – Present**

Alfa is the brand name of the first Lebanese mobile network managed by Orascom Telecom Media and Technology (Orascom TMT). Alfa capitalizes on the vast know-how and international expertise of Orascom TMT in order to deliver quality and professional solutions for the mobile sector in Lebanon. Alfa has been focused since 2009 under Orascom TMT's management on technology innovation being the first operator to introduce latest global mobile technologies in Lebanon.

**Position: Cost Reporting and Budgeting Specialist**

**October 2018 – Present**

### **Highlights:**

- Demonstrate comprehensive understanding of interdependency of cost drivers;
- Understand the Business and its areas and how productivity impacts profitability;

### **Key Responsibilities:**

- Planning, assembling data, identifying trends and variations to determine costs of Business activity;
- Reviewing in detail the standard costs and rate models;
- Assisting in Budget preparation and cost projections;
- Maintaining fixed assets system/schedule updates, including acquisitions and disposals;
- Preparing and analyzing financial information and cost;
- Tracking cost saving methods and reporting for decision making;
- Remaining aware of market trends that could impact resource cost; collaborating with all departments heads to strategize ways to minimize waste;

**Position: Treasurer and Bank Relations Specialist**

**April 2015 – September 2018**

### **Highlights:**

- Managed Foreign Exchange exposures by enabling capital allocation decisions to optimize cash;
- Responsible for all 10 Alfa Stores and POP collections on daily Basis (40 POPs)

### **Key Responsibilities:**

- Establishing trusted long term Relations with external stakeholders to facilitate organizational sustainability;
- Implementing new processes of control and reconciliation for Audit and Fraud Prevention;

- Controlled the finance department to ensure compliance with established credit terms, criteria and policies; followed up on outstanding payments, and authorized accounts payable transactions to maintain cash flow stability.

**Position: Treasury Expert**

**July 2010 - Mar2015**

**Highlights:**

- Developed reports for the CFO summarizing the financial position of the company in areas of income, expenses and cash flows.
- Developed and updated finance policies and procedures
- Managed day-to-day bank accounts including collections, disbursements.
- Reconciled control accounts, sorting out the discrepancies.
- Liaised and negotiated with business related organizations such as Banks, collection companies and suppliers.
- Prepared monthly forecast trends for the CFO.
- Successfully negotiated with banks to reduce commissions paid on transactions, and modify terms of collection and value dates.

**Key Responsibilities:**

- Planned and executed strategies to decrease costs through payments (currency exchange).
- Negotiated and closed deals with the banks to reduce commissions.

**Talent of the quarter**

**May2014**

**Highlights:**

- Effective multi-tasking
- Efficiency under pressure
- Concise Time management
- Effective forecasting report to CFO

**Position: Control Expert**

**November 2007- June2010**

**Highlights:**

- Handled the portfolio of Ministry of telecommunications, Ministry of Finance and Interior Security Forces.
- Initiated, calculated and reported reimbursements requests.
- Prevented administrative errors by extracting reports and reporting anomalies.
- Reviewed procedures and modified them for more quality assurance and errors avoidance.
- Executed monthly reports and statistics about incoming and outgoing transfers.

**Implemented the New Billing System Project**

**Highlights:**

- Initiated in procedures & process writing related to 3 sub-units.
- Successfully migrated the processes into the new system.
- Tested the efficiencies of the processes.
- Cooperated with different departments for testing.
- Operated the System
- Trained each Sub-unit on every new process.
- Reported the results to the management.

**Key Responsibilities:**

- Reviewed processes and tasks to 3 sub units.
- Built new processes for each task for more efficiency and time management.
- Trained 15 colleagues of each process and tested relevant KPIs.

**Position: Customer Service Representative**

**January 2006 - October 2007**

**Highlights:**

- Served customers and identified customer needs
- Handled Complaints effectively.
- Provided better service to retain customer

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**EDUCATION**

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**Université Saint-Joseph (USJ), Beirut, Lebanon**  
*Masters in Finance*

**Sep2004- June2006**

**Université Saint-Joseph (USJ), Beirut, Lebanon**  
*Bachelor of Business and Management*

**Sep2001- June2004**

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**RECOGNIZED CERTIFICATES:**

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- **2007:** Process Management - CSP Consulting, Beirut
- **2008:** Presentation Skills - CSP Consulting, Beirut
- **2011:** Excel Advanced - Formatech Training, Beirut
- **2012:** Capital Budgeting and Cashflows- Tamayyaz, Beirut
- **2013:** Cashflows-PriceWaterhouseCoopers, Beirut
- **2014:** Financial Statements Workshop-Morgan International, Beirut
- **2015:** Fraud Auditing- Associations of Banks in Lebanon, Beirut
- **2015:** Euromoney Lebanon Conference
- **2016:** ACFE fraud Conference-ACFE, Beirut
- **2017:** Professional Productivity-Leadership Accademy, Beirut

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**LANGUAGES**

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- English, Arabic and French spoken, read, and written fluently

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**SKILLS**

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- Microsoft Office; AX Dynamics, Cash Flow Management, Forecast, Reconciliations, Reporting,