

Anthony Bouharoun

Programs Administrative Coordinator | Beirut, Lebanon | +96170006768

DETAILS

Achrafieh, Beirut, Lebanon
+96170006768
anthonybouharoun@gmail.com

SKILLS

- Project Coordination
- Report Writing
- Time management skills
- Ms Office (Excel, Word, PowerPoint and Outlook)
- Communications
- Data Analysis
- Field Experience with NGOs
- Finance & Budgeting

LANGUAGES

- Arabic
- English
- French

HOBBIES

Reading, Football, Swimming and Tennis

PROFILE

I am a huge people person. I'm well-rounded with skills in project coordination and implementation. I'm performance-driven with high attention to detail. I'm a Microsoft Office expert, experienced in finance and administration and peaceful conflict-resolution.

EMPLOYMENT HISTORY

Programs Administrative Coordinator at War Child Holland, Verdun, Beirut

Dec 2018 - Present

- Support in submitting internal and external reports on time and ensuring they are of high quality reflecting all programme aspects
- Designing and planning activities that address the needs of projects and stakeholders in collaboration with project managers
- Support implementing partners and other stakeholders in competency building, as the partnership assessment may identify needs and coordinate with concerned units to provide further support
- Representing WCH in Lebanon in relevant working groups and other coordination platforms
- Continuous budget monitoring with Project Administrative staff to ensure project budgets are well-managed and based on set plans
- Prepare payments for all related meetings and workshops
- Ensure that available budgets are well managed and spent according to agreed plans and donor requirements
- Provide logistics team with team logistic needs prior to each week for proper arrangements

Grants Officer at Relief International , Jisr el Bacha, Sin el Fil, Beirut

Apr 2017 - Nov 2018

- Reviewed financial reports and supporting documentation provided by partners to ensure maximum compliance with the Donor’ regulations.
- Ensured day-to-day mentorship of partners, and meeting regularly with each based on an agreed upon schedule.
- Alerted and advised the Finance and Grants Coordinator on any new or foreseen challenges/issues related to finance and/or compliance, and engage in decision-making process to address challenges/issues.
- Developed a monthly report including all monitoring result (Financial reports, Partners payments and expenses) and submit it to the Program manager.

Data Entry Operator at LHO Limited

Apr 2015 - Aug 2015

- Collected, verified, and organized relevant.data.
- Prepared the corresponding reports for the supervisor.

EDUCATION

Saint Joseph University , Achrafieh, Beirut

2017

Degree: Bachelor of Science

- Major in Subject: Economics.
- Thesis: Sport Economics
- Focus on...Finance and Monetary Policies

College de la salle, Kfaryachit, Lebanon

2012

Degree: High school diploma

Lebanese Baccalaurate (Area : Economics)

COURSES

Management and Accounting Courses (CMA), Morgan International, Beirut

Jan 2018 - Mar 2019

Project Management For Development Professionals (PMD PRO)-Online Course, Pyramid Learning

Jan 2020 - Feb 2020

REFERENCES

Flutra Gorana from War Child Holland

Flutra.Gorana@warchild.nl | +96181679393

Sandra Nakhle from Relief International

Sandra.Nakhle@ri.org | +9613305966

Nisrine Saade from Saint Joseph University of Beirut

Nisrine.hamdanesaade@usj.edu.lb | +9613263916

INTERNSHIPS

Finance Intern at Mersaco SAL

Apr 2017 - May 2017

- Participated in preparing and developing the consolidated yearly budget (cash flow, overhead, capital budget).
- Assisted in forecasting and controlling sales, payroll, overheads, turnover, gross margin, comprehensive income statements, and balance sheets.
- Controlled budget by identifying and correcting variances between actual and forecasted values.

Intern at Central Bank of Lebanon

Aug 2016 - Sep 2016

- Rotated between numerous departments and observed their operations to gain a varied experience, namely: Capital Markets Authority, Accounting, Cash Operations, Finance, Financial Operations, Foreign Affairs, Foreign Exchange and International Operations, and Information Technology.