
OBJECTIVE

A strong team player with excellent communication skills, who is ready to provide help for those who have undergone through traumatic disasters, Seeking a competitive and challenging environment where I can better serve the organization and establish a successful career path.

EXPERIENCE

Tripoli, Lebanon
December 2019 - Present

Logistics & Security Officer Médecins du monde

- **Management of the logistic stock**
Update the follow-up of the logistic stocks (stationery and consumables, visibility items, cleaning products, tea break, etc).
Monitor and submit a monthly report of consumption of the logistic stocks.
Prepare based on the consumption the monthly mission order for stationery and cleaning products.
- **Supply**
Prepare the local prices lists by suppliers and by group of items based on information received from his direct supervisor.
Update the price lists regularly by contacting suppliers.
- **Fleet management**
Ensure that vehicles are safe, clean and with sufficient fuel.
Make sure the car sheets and log book are properly filled in and accurate.
- **Equipment and asset follow-up**
Update the equipment sheets of the mission and systematically create equipment sheet when new asset are received.
Prepare the monthly report of equipment and submit it to his direct supervisor.
Realize the inventory of MDM different premises (office, guest houses), identify MDMs assets and have an up to date follow-up.
- **Security and safety**
Ensure the daily movement tracking of the teams on the field.
Report any security-related information to his direct supervisor, following the MdMs guidelines.

Tripoli, North Lebanon
January 2017 - Present

Senior Risk Management Analyst

Direct Trading Technologies

- Designing and implementing an overall risk management process for the organization, which includes an analysis of the financial impact on the company when risks occur Market study.
- Prices middle market and large client deals for independent trading.
- Compiles data and prepares regularly scheduled, periodic or ad hoc reports, analyses and statements
- Trades financial instruments for hedging and strategic positioning.
- Supports business development and profit goals through independent actions in developing strategy and identifying prospects for account officers, executing strategy and providing continuing contact and servicing of clients and prospects.
- Institutes trade, spot, forward, swap, option or derivative foreign exchanges

Tripoli, North Lebanon
June 2017 - December 2019

Finance and Logistics Officer

Basmet Amal under partnership & direct supervision of SAVE THE CHILDREN

- Help in the process of budget phasing plan for the project to ensure the expenditure according to clear outcome and time-frame.
- Ensure the delivery of financial reports and statements at the end of each financial reporting period adhering to save the children financial systems and policies
- Ensure the establishment of a financial monitoring system (time-sheets, invoice authorization,) adhering to save the children financial monitoring tools
- Provide a clear yet effective financial documentation system (clear invoices, proper archiving system to ensure accessibility and accountability
- Establishing and implementing a proper procurement system including call for quotations, procurement request purchase order and completion notes to ensure an accountable and efficient supply chain system adhering to save the children procurement system.
- Adhering to save the children store keeping system and stock release forms.

Tripoli, North Lebanon
January 2014 - January 2016

Assistant Manager

Fine Food

- Coordinating operations
- Ensuring schedules and objectives are met

- Supervising and motivate staff
- Monitoring operating costs, budgets and resources
- Communicating with clients and evaluate their needs and specifications
- Creating reports analyze and interpret data
- Driving recruitment process and training & development

tripoli, North Lebanon
February 2013 - December 2016

Accountant

Fine Food

- Preparing accounts and tax returns
- Administering payrolls and controlling income and expenditure
- Auditing financial information
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements
- Dealing with insolvency cases

EDUCATION

tripoli, North Lebanon
2016

Bachelor Degree in Business Management and Administration

Lebanese International University

SKILLS

- It Skills
- Quick learner - impeccable organizational skills - teamwork.
- Financial Analyst
- strategy implementation

LANGUAGES

arabic
Native

English
proficient

german
Basic

French
intermediate

REFERENCES

Upon Request

CERTIFICATIONS & COURSES

Psychological first aid training/ Intervention with Children in Crisis done by save the Children

First aid Training with Lebanese RED CROSS

Child and youth resilience training (SAVE THE CHILDREN)

Anti-harassment, bullying and intimidation (SAVE THE CHILDREN)

Anti-Fraud Policy - Save The Children

Child Safeguarding policy (SAVE THE CHILDREN)

