

**LEILA HAIDAR**  
**BUSINESS PLANNING & FINANCIAL ANALYST**

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## PROFESSIONAL EXPERIENCE

**June 2018 - Present**

**Business Planning Analyst (Levant)**

**Novartis - Lebanon**

[www.novartis.com](http://www.novartis.com)

- Perform and manage budgeting, latest estimates, rolling forecast and risk, and opportunities analysis for Levant Countries (Iraq, Lebanon, Jordan, Syria and Palestine)
- Manage and maintain early warning systems for financial tracking, ensuring accurate advance warning for all financial results
- Collaborate with financial control personnel to ensure consistent financial data reporting processes/results
- Explain business variances, opportunities and challenges through budget and financial forecasts for use in Global and Regional, as well as Country, Business Franchise, and Business Unit planning
- Ensure consistency and interoperability between different financial reporting systems
- Supporting and actively contributing to productivity and change initiatives, monitoring results and suggesting corrective actions, and working with financial control personnel to ensure consistent and compliant financial closing and reporting
- Supporting BPA Levant head in budget control for Levant countries and in consolidation of data reporting. Key interfaces include: Levant BPA Head; Country Head; FRA/financial control personnel; BF and BU leaders; Region Finance group

**Aug. 2014 - May 2018**

**Financial Reporter and Accountant**

**Novartis - Lebanon**

[www.novartis.com](http://www.novartis.com)

- Operational oversight to provide services at expected levels with a clear customer focus, including handling the exceptions. Provide functional guidance to the team members. Interact proactively with financial service center and divisions to ensure accurate accounting, and financial reporting. Resolve all escalated issues and disputes.
- Serve as a subject matter expert for related policies and processes.
- Act as system key user lead and actively initiate and participate in improvements to sustain a highly effective and efficient process, and realize cost reduction opportunities including areas to standardize processes to optimize investments made in Global ERP/SAP systems and financial services.
- Ensure proper document management
- Ensure alignment with AP policy, regulatory requirements, and vendor reconciliations.
- Perform the preparation of month-end financial reporting
- Manage balance sheet reconciliations of allocated accounts, ensure timely resolution and clean-up of overdue items identified.
- Promote a strong control environment, follow up on audit issues and implement correcting measures

**Feb. 2013 – June 2014**

**Senior Financial Accountant**

**Barents Re Reinsurance co. - Lebanon**

[www.barentsre.com](http://www.barentsre.com)

- Report to the corporate Financial Manager / team
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Handle staff salaries and CNSS
- Data entry of all revenues and expenses in the accounting system
- Conduct daily or weekly bank reconciliation
- Coordinate closely with the technical Accounting team
- Document financial transactions by entering journal entries
- Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports
- Substantiate financial transactions by auditing documents
- Reconcile financial discrepancies by collecting and analyzing account information
- Maintains financial security by following internal controls
- Prepare payments by verifying documentation, and requesting disbursements
- Prepare special financial reports by collecting, analyzing and summarizing account information and trends as might be requested by the corporate finance team
- Follow up of Premium collections (Receivable cycle) and claims processing (Payables cycle) by coordination with the technical accounting team

**May 2009 - Dec. 2012**

**Senior Financial Control Officer**

**Credit Card Services Bank - Lebanon**

[www.cscgroup.com](http://www.cscgroup.com)

- Control of all banks accounts within CSC-business specialized in banking services
- Follow up with client banks
- Clearance of bank accounts by the end of each month
- Checking and reconciling all related accounting entries
- Link between the accounting and control departments
- Keeping up to date with the company's transactions
- Control over the work of the remaining financial departments
- Reconciling & Controlling the ATMs' Network cash cycle
- Reconciling & Controlling POS transactions, and settlements of Merchants Dues
- Reconciling & Controlling chargeback (from Visa and MasterCard) on clients credit cards
- Direct reporting to the executive finance manager

**May 2008 - April 2009**

**Junior Accountant**

**LibanPost - Lebanon**

[www.libanpost.com](http://www.libanpost.com)

- Invoicing
- Collection and A/R turnover (FIFO based)
- Auditing and controlling the work of the post offices (over 60)
- In charge of services provided by LibanPost (Controlling and preparing payments on weekly basis)
- Following up with the accounts executives (sales department)
- Meeting the demands of commercial clients
- Reconciliation of accounts (both receivables and payables)

## CERTIFICATIONS

**Ongoing**      Morgan Professional Education - Lebanon  
**Certified Public Accountant (CPA)**

**2013**          Morgan Professional Education - Lebanon  
**Certified International Auditor (CIA)**

## EDUCATION

**2004 - 2008**      Beirut Arab University (BAU) - Lebanon  
**Bachelor's degree in Accounting (Ranked among the Top of My Class)**

**1998 - 2004**      Lycée Abdel Kader - Lebanon  
**French and Lebanese Baccalaureate in Economics (With High Distinction)**

## AWARDS AND ACHIEVEMENTS

### **2018    Novartis Pharma Services**

- Business Partnership Award for Levant countries
- Audit Guest reviewer (Financial control & Compliance) for Egypt Cluster - Aug. 2018
- Audit Guest reviewer (Financial Control & Compliance) for Jordan and Palestine Countries - May 2018
- Financial Reporting and Accounting Supervisor Assignment in UAE covering MENA countries - Feb. - March 2018

### **2017    Novartis Pharma Services**

- Business Partnership Award for Levant countries
- Training on Compliance and Controls provided during yearly group meeting, applied as Best Practice Globally - Dec. 2017
- Financial Planning Assignment Levant - Oct. to Dec.

## LANGUAGES

Arabic, English, French

## COMPUTER SKILLS

**SAP** Accounting Software

**Microsoft Office:** Visio, Excel, PowerPoint, Word, Outlook

## HOBBIES

Marathon Runner

Trekking and Camping

Reading