

# Curriculum Vitae

SEMAAN HARB

30/07/1992

Single

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## **EDUCATION:**

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- July 2017: *MBA in Management,*  
Holy Family University – Batroun
- June 2014: *BA in Management Information System,*  
Holy Family University -Batroun
- June 2011: *French Baccalaureate, Socio-economic emphasis*  
Official School of Chekka

## **WORK EXPERIENCE:**

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- Nov 2017 till now: **Accountancy & Finance Officer (Freelancer), CRM - Beirut**
  - Accountancy Control & follow up
  - Provide payments, expenses follow up, checks & transfers & extract the statement of accounts
  - Audit & control for the suppliers & clients as well as the internal accountancy and finance data
  - Prepare monthly bank and cash reconciliations
  - Preparation all the required VAT files for the MOF
  - Provide, update and monitor the yearly financial plan
  - Prepare monthly & yearly budget and updating its forecast
  - Prepare monthly Financial reports to the line manager
- Sept 2018 - Dec 2019: **Logistics Officer Stock and Facilities Officer, Handicap international humanity & inclusion - Batroun Toul**
  - Ensuring the correct management of equipment and IT at office level
  - Ensuring the physical management of stocks and storage facilities.
  - Monitoring Chart (EMC) and the quality of the data it contains
  - In charge of the general services (expatriate staff accommodation, offices, and storage facilities)
  - Set up and monitor stock monitoring chart (tools, uniforms, stationeries cleaning and consumable products)
  - Conduct a monthly stock inventories
  - Organization of seminar, meeting and travel
  - Team Management (Supervise the cleaner & set objectives)

- Sep 2017 - August 2018: **Administrative Officer (HR & Finance), Red Cross - Batroun**
  - Accountancy Control & follow up
  - Provide payments & expenses follow up
  - Preparing Donors' Budget and financial reports
  - Prepare and update the yearly financial forecast
  - Creating & organizing the archive system
  - Creating & updating the Medicines' Stock follow up for the Red Cross Pharmacy - Batroun Sector
- April 2017 – July 2017: **Teacher at American center Cenacle de la Lumiere - Aanaya (part time)**
  - Teaching Microsoft Office (Word, Excel & Power Point)
  - Internet browsing & research process
- July 2015 - August 2017: **Finance Officer, Melhem & Beaini steel - kfarhazir**
  - Accountancy management & follow up
  - Ensure the correct management of the cash flow & cash box & the monthly cash & cheque advances
  - Follow up & manage Customers & Suppliers
  - Provide budget and financial management of the organization
  - Stock & warehouse management & follow up
  - Provide monthly stock inventory
- Jan 2012 - June 2015: **Finance Officer, Best Food Organization – Chekka**
  - Accountancy management & follow up
  - Follow up & manage the suppliers
  - Provide budget and financial management of the organization
  - Stock & warehouse management & follow up
  - Provide Supermarket Items inventory & availability
  - Provide monthly stock inventory
  - Manage 3 warehouses for equipment, electrical appliances & supplies
  - Preparation all the required VAT files for the MOF
- Sep 2011-Dec 2011: **Sales Representative, Hardware House – Chekka**
  - Stock & warehouse management & follow up
  - Provide weekly & monthly inventory

## **COMPUTER SKILLS:**

- Strong IT skills
- Very good command of Microsoft Office (Word, Excel, Power Point & Access)
- Very good command of hardware, software, network, back up & security systems
- Programming with: Visual Basic java, SQL server, HTML, CSS, XML & JSP

## **PERSONAL DATA:**

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- Hobbies: body building, Swimming, football, basketball, Fishing and Hunting.
- 2012 – present: Emergency medical technician (EMT) at the Lebanese Red Cross – Emergency medical services department
  - Equipment follow up & inventory,
  - Stock management
  - Fleet management & follow up (around 7 ambulances)
- 2015 – present: Team Leader at the Lebanese Red Cross – Batroun
  - Managing & training around 15 paramedics from different backgrounds
- 2015 – present: Rope Rescue Trainer
- Leadership - Cadre training at the Lebanese Red Cross – 2016
- Certificate in Financial Statement Analysis and Budgeting by Move Forward International (MFI) & Fast Forward Academy (FFA)

## **LANGUAGES:**

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	<u>Speaking</u>	<u>Writing</u>	<u>Reading</u>
<u>English</u>	Good	Good	Excellent
<u>Arabic</u>	Excellent	Excellent	Excellent
<u>French</u>	Good	Good	Good

## **REFERENCES:**

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Available upon request