

## **Nadine Slim**

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Aiming to be part of a team that leads the organization's income stream, including developing projects and implementing long term strategies for sustainable growth, to be able to effectively contribute to implementing improvements while playing a key role in the team culture and values and making a difference to the young generation.

### **Education**

#### **2018-2021 | Ecole Supérieure des Sciences Commerciales d'Anger (ESSCA)**

- Master's degree in Digital Management (Business Transformation and Innovation)

#### **2018-2021 | Holy Spirit University of Kaslik (USEK)**

- Executive MBA

#### **2012-2015 | Saint Joseph University (USJ)**

- Bachelor's in Economics (Top ten honorable students – Ranked 5/104)

### **Trainings and Certificates**

#### **24/12/2021 – 22/01/2022 | Cambridge Education Institute (Abu Dhabi, UAE)**

- PMP Exam Preparation Course

#### **June 2019 | Ecole Supérieure des Sciences Commerciales d'Anger (ESSCA)**

- Learning Expedition at Silicon Valley - USA

### **Professional Experience**

#### **01/03/2020 – Present | Grants and Finance Officer, Hedayah - Abu Dhabi, UAE**

- Work in coordination with program and logistics department, in building projects' funding proposals: assist with budgets development, budget narratives, procurement, review proposals, ensure compliance with donors' requirements.
- Oversee the operation of the ongoing projects and work closely with project directors to manage deliverables, monitor spending, request amendments, and plan spend-out and ensure compliance with donor's rules, regulations, and requirements
- Follow up on the organization's implementing partners, ensure their compliance with the organization's internal policies, rules, and guidelines and review, and monitor their financial reports and oversee project operations related to the activities' implementation
- Provide to partners and staff capacity building trainings in financial management to enhance their capacities to perform their job when it comes to financial procedures and budgeting.
- Prepare monthly budget vs actuals reports and budget projections, track the spending, ensure maximum quality utilization of funds, and provide support and recommendations to program team when needed.

- Prepare donors' reports and support the team in the budget reallocation activities for UAE Government, UK Government, FCDO, Australian Government, US Department of State, Japan Government and EU Grants
- Responsible of the Finance Lead of project funded by US Department of State and FCDO and on maintaining active and productive relationship with the organization's teams and donor.
- Assist the Finance Manager and Finance and HR Director in preparing the yearly organizations budget and HR Plan
- Support in all accounting and finance matters, ensure correct budget processing, checking consistency and conformity of expenses items, availability of supporting documents.
- Assist in developing improving and implementing policies, procedures, manuals, and systems.

**16/12/2019 – 29/02/2020 | Senior Regional Finance Officer, Stichting SPARK – Beirut, Lebanon**

- Oversaw the finances of the country programs (Lebanon, Iraq, Turkey, Palestine and Jordan) including donor reporting, budget preparation and all financial and management accounting.
- Prepared regional budgets and forecasts as required, including the mapping of phasing of the multi-country programs.
- Finance Lead on project funded by the Ministry of Foreign affairs of the Netherlands
- Prepared and reviewed financial donor reports in the region (EU MADAD, Al Fakhoura, Al Nouri Charity, IsDB, Dutch Ministry of Foreign Affairs...) and ensured that submissions to donors are completed on a timely and accurately basis.
- Assisted in the pre and post award processes of international partners
- Reviewed, analyzed, and reconciled assigned international Partners financial reports to ensure that all financial transactions are correctly administered and in compliance with agreements; liaise with Partners as required to request supporting documentation, implement corrective actions and provide technical and financial assistance in resolving issues.
- Prepared variances burn rate analysis monthly and other finance KPIs for budget tracking.
- Assisted the Regional Finance Manager on the internal audit of local offices.
- Maintain effective contact with country offices to help ensure quality in all aspects of financial management and provide them with training and financial capacity building.
- Supported the country offices to prepare the annual budget and revised forecasts on an accurate and timely basis.
- Ensured correct budget processing, checking consistency and conformity of expenses items.

**01/11/2018 – 15/12/2019 | Regional Finance Officer, Stichting SPARK – Beirut, Lebanon**

- Prepared financial reports for internal and external use for financial overview, planning and budget adherence.
- Maintained effective contact with field country offices regarding financial reporting and grant regulations, advising and training.
- Monitored the countries' operations and provided technical financial support for all country finance officers.

- Consolidated financial expenditure reports for the whole region and provide analysis on the financial position of the region.
- Ensured correct budget processing, checking consistency and conformity of expenses of items.
- Prepared annual budgets and forecasts on an accurate and timely basis
- Provided support in project budget drafting, follow up, reallocations and cost control.
- Supported the HR department activities and assisting countries in all the duties (Recruitment process, preparation of employment agreements, preparation of monthly salaries, staff visa's and residency permits, income and tax insurances, VAT reimbursement)
- Monitored and improved financial system in the region (Iraq, Turkey, Lebanon, Jordan, and Palestine)

**01/07/2017 – 31/10/2018| Finance Officer, Stichting SPARK – Beirut, Lebanon**

- Ensured general office management, cash management, accounting, and administration support
- Supported the HR department activities and assisting in all the duties (Recruitment process, preparation of employment agreements, preparation of monthly salaries, staff visa's and residency permits, income and tax insurances, VAT reimbursement)
- Trained and coached local partner organizations in the improvement of their financial management systems, including drafting budgets and reporting on these budgets and preparing for external financial audits.
- Reviewed and followed up on all the financial reports of local partners.
- Represented SPARK in all finance and HR meeting and was main contact for the financial matters to all partners in the country and to the finance department of SPARK.
- Assisted in the implementation of the activities of HES project Civic Leadership and Entrepreneurship trainings

**01/07/2015 – 30/06/2017| Accountant, Abela Freres sal – Beirut, Lebanon**

- Handled and communicated with local and foreign suppliers' inquiries.
- Handled Customer inquiries, researching problems and developing solutions.
- Assisted in carrying out company's internal audit and year end closing.
- Supported in follow up on payments, including record keeping recruitment, compliance, income and tax insurance as well as monitored and resolved bank issues and reconciliations.
- Assisted in preparing budgets and forecasts.
- Provided trainings to the junior accountants and leadership in all accounting areas.

**Personal Qualities:**

- Team Management skills
- Strong analytical and reporting skills
- Interpersonal, communication and negotiation skills
- Very good time management skills
- Highly trustworthy, discreet, and ethical
- Smart and hard working with positive attitude

**Language skills**

- French – Excellent spoken and written level (DELFB1 and B2)
- Arabic – Excellent spoken and written level (Native)
- English – Excellent spoken and written level (Saint Louis University certificate)

**Computer skills**

- MS Office (Word, Excel, PowerPoint, Outlook, Eviews)
- Experienced in working on Traverse Software, Pluriform and QuickBooks

**Volunteering Experiences:**

- Co-Founder of “Blind With Vision” Program that aims at preparing the society to be inclusive to visually impaired persons through different types of sports. (2018-Present)
- Volunteer at TLC “Tafawwaq Learning Center” (2017-2018)
- Tutored Biology and French to the needy students with “Operation 7<sup>ième</sup> jour” in their “educational support programs” (2013-2015)
- Co-founder and Head of HR Team of the “Secular Club” at USJ - Beirut (2012-2014)

**References:** (References are available upon request)