

## JANA MANASFI

### PROFESSIONAL EXPERIENCE

-2018-2020

**Accountant** • MM Auditing department. (Downtown)

-2020-2021

**Internal Auditor** • CA (Cornish Al Mazraa)

-2021-2022

**Finance Coordinator** • NGO: URDA (Lebanon) - URDA (Spain)

### EDUCATION

. IPS School - Lebanese bachelor's degree- Social Economics

. BAU - Bachelor of Business Administration

- Accounting and Finance -Graduated with Very Good GPA.
- Minor in Law

. Trainee in LACPA. Number 3474

### PROFESSIONAL CAREER

- Prepare profit and loss statements.
- Work with tax accountants to provide information for tax return.
- Responsible for employees' salaries - NSSF - overtime...
- Compiling donors, projects, and program feedbacks on financial reports
- Reconcile monthly the projects bank account with their bank statements. (Lebanon and Spain)
- Produce financial reports that are in line with financial donors' administrative procedures.
- Act as a link between headquarters and the field for all matters relating to finance.
- Monitor the development of exchange rates and prices.
- Coordinate payment request/money transfer orders/wire transfer and facilitate the timely release of funds for the program activities as well as reimbursement to vendors/service providers.
- Ensure the completeness and verification process of all sub grant payments happening through the fund transfer process.
- Provide close and strong support for all fund transfer activities and for all payments made through money transfer agents, ensure proper supporting documents are in place before submission.

## LANGUAGES

- English
- Arabic

## COMPUTER SKILLS

- MS office (Word, Excel, Outlook, PowerPoint)
- Google Drive
- Email
- EDM

## INTERPERSONAL SKILLS

- Accuracy
  - Analytical Skills
  - Communication Skills
  - Multitasking
  - Problem-solving
  - Teamwork
  - Time Management
  - Honest and secure
  - Organized
  - Detail-oriented
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