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Management, Finance & Accounting officer | Beirut, Lebanon
Working in English, & Arabic

D.O.B
10.11.91

EDUCATION

Lebanese American University (LAU)	Beirut, Lebanon
Bachelor of Science (B.S): Management (2011 – 2014)	

WORK EXPERIENCE (EU-EOM (IOM) Lebanon 2022)

Finance & Contracts Expert Assistant, (April 2022 – June 2022)	Beirut, Lebanon
<ul style="list-style-type: none">• Facilitate the administration arrangements for the mission in close collaboration with the (Deputy) Finance & Contracts Expert• Ensure that briefings from IOM cover all areas relevant to the observers including the administration. Assist in the recruitment of local staff and prepare contracts/payroll according to IOM and EC regulations.• Goods receipt of purchased items, invoice verification and ensure proper archiving of financial or invoice related documentation.• Assist in doing accounting and treasury entries.• Assist in establishing smooth and transparent cooperation with mission experts.• Assist in planning and organization of the deployment of the international staff and related disbursement of cash advances.• Participate in staff briefings, debriefings and team meetings as required and perform any other duties that may be required.	

WORK EXPERIENCE (INGO-WAR CHILD)

Finance officer, (July 2018 – April 2022)	Beirut, Lebanon
<ul style="list-style-type: none">• Enters accounting information into bookkeeping (UNIT 4), and cross check accurateness and completeness before submitting in a timely manner.• Handles petty cash.• Checks receipts and eligibility.• Prepares Checks and transfers.• Follows up closely on monthly cash and cheque advances.• Ensures that all bookkeeping/financial documents of partners and War Child are compiled and organized according to international auditing standards.• Builds the capacity of partners and staff.• Holds monthly meetings with project admin officers or budget holders to check monthly expenditure allocations.• Prepares monthly financial budget updates to be shared with budget holders.• Checks and verifies that all payments are done in accordance with WCH Financial & procurement rules and regulations.• Prepares monthly financial reports to HO and submits them to the Finance Manager.• Monitors bank accounts and prepares monthly bank and cash reconciliations.• Develops and maintains a filing system of partners.	

- Keeps track and monitors advances of office and project advances.
- Performs administrative tasks (photocopies, buying stationeries, scanning/faxing documents).
- In the absence of the Finance Manager provides support to the WCH team and partners.
- Takes on any other relevant tasks to the area of responsibility as requested by the Finance Manager.
- Checks financial reports from partners and prepares reports to Head Office.
- Assists during Audits and follows up on findings.

WORK EXPERIENCE (NGO- EUROPEAN UNION)

Finance and Contracts Consultant European Union Election Observation Mission (EU EOM) (March-July 2018)

Beirut, Lebanon

- Support the contract/finance expert in financial and contractual matters in accordance with Transtec's standard rules and regulations.
- Maintain the filing system of the finance and contract matters/documents.
- Gathering and monitoring financial data.
- Support on managing petty cash of the EU EOM and Long-Term Observers.
- Support on the elaboration of payroll for local staff and suppliers.
- Prepare financial documents needed for the project.
- Performs any other relevant duties that may be required

WORK EXPERIENCE (Property Master Group)

Collection, Property Master Group, (June 2016 – Feb 2017)

Beirut, Lebanon

- Meeting and greeting clients and visitors to the office.
- Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office - PIMS - Mystrata.

Internship & Extra Curricula Activities (United Nations Development Programme)

United Nations Development Program-UNDP, Live Lebanon project, Beirut, Lebanon Jan-June 2015

- Assisting in the implementation of field projects, including monitoring, and visiting the fields
- Organizing the logistics of events, including the support of Goodwill Ambassador Activities
- Organizing fundraising events, contacting donors and sponsors to fund the project events
- Support in the filing, archiving, and documentation of the project studies, research, papers, and reports both in hard and soft copies
- Provide administrative and logistics support to the portfolio including drafting letters and memos
- Provide support in finance as deemed by the project

- Contribute to the elaboration of concept notes and proposals on economic and social theme relevant to the program's scope and activities
- Supporting the day-to-day administrative work of the project
- Assisting in the implementation of field projects
- Participate in the preparations for the project events
- Assist in organizing the logistics of public relations activities and events
- Carry out other tasks as deemed necessary by the project manager

SKILLS & SERVICES

Sports Swimming.

Technology MS Word/Excel/Power Point, i-Talent, (Unique HROffice)

Hobbies Writing & Reading.

INTERESTS

Finance, Sports, socializing with friends and family, watching TV (News and documentaries), solving puzzles.

REFERENCES

References upon Request.