

ZEINAB ABADI

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EDUCATION

University of Bradford

Master in Finance, Accounting & Management

Merit-based scholarship – (Trust, London)

Sep 2016 - Dec 2017

Bradford, UK

- **Master's Thesis:** "An Examination of Intellectual Capital Disclosure in Annual Reports of UK Firms"
- **Modules included:** Strategic management, Strategic Financial Management, and Strategic Accounting.

Lebanese International University (LIU),

Bachelor in Accounting Information Systems

Oct 2011 - Aug 2014

Beirut, Lebanon

- **Modules included:** Accounting Information Systems, Auditing, and Financial Reporting and Analysis.

ACADEMIC PROJECTS (MASTERS)

University of Bradford

Master Candidate

Sep 2016 - Sep 2017

Bradford, UK

- Handled and analyzed cases regarding corporate financial reporting issues and financial analysis, interpretation, and performance;
- Formulated business strategies in response to the political, economic, and social factors affecting operations of business on the global and foreign country markets;
- Produced a marketing plan which covers situational analysis, marketing strategy, marketing objectives, marketing implementation and control;
- Critically evaluated current operational business problems to create sustainable business solutions;
- Developed a cross-cultural training program geared towards increasing the cross-cultural awareness of a group of employees of MNEs;
- Developed and demonstrated a business plan concerning the process of entrepreneurship, innovation, and entrepreneurial management;
- Holistically examined and evaluated an organization's long-term prospects for success by an analysis of its strategy in relation to the environment in which it operates;
- Used free cash flow and relative valuation models to derive the value of a UK firm.

EXPERIENCE

Save The Children International

Finance Officer

April 2022 – Till present

Beirut, Lebanon

- Verify the accuracy, validity, and legitimacy of all payments and the completeness of financial documents (purchase requests, purchase orders, invoices...), proper coding, and authorization before payments are being made.
- Ensure that cash and bankbook records are being updated on daily basis, ensuring that all coding is in line with donor and country coding structure.
- Manage Agresso processes for accuracy and ensure data is uploaded into the system on regular basis.
- In collaboration with HR, ensure that salary advances are closed as soon as possible and that departing staff have closed all advances.
- Carry out a daily consolidation of the petty cash, and ensure all payments are made in a timely manner.
- Ensure all the supporting documents are archived and stored in a safe place, and a scanned copy shared with the country office on monthly basis.

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- Maintain robust and adequate financial internal control systems and cash management across the field office in line with SCI's Finance Manual, Awards Management and good accounting practices.
- Ensure SCI financial policies and procedures applicable in the field offices and ensure that changes in policies are communicated to staff at all levels.
- Maintain good working relationships with program staff, logistics, partners and other stakeholders.
- Ensure that audit recommendations are being implemented on time and that field staff fully understand and comply with the standard financial procedures.
- Maintain an effective filing system for financial transactions and project documents and ensuring that all financial documents are accurately supported, approved and coded, and that all cheque books, cheque list, petty cash are reconciled.
- Maintain and archive all of the documents and provide scanned or hard copies to auditors whenever requested.
- Assist in partnership assessment with the Finance coordinator and program staff
- Maintain close follow-up with partners in terms of financial reporting, vouching, and verification visits
- Be involved in grant opening and close-out meetings with partner
- Assist in capacity building for the partners

Kiron Lebanon
Financial Consultant

April 2022 – Till present
Beirut, Lebanon

- Preparing monthly and quarterly financial reports;
- Reviewing all the payments for third parties and staff in accordance with financial procedures and control policies;
- Preparing monthly bank and cash reconciliations;
- Preparing and reviewing budgets and financial reports before submission;
- Coordinating with the Operations & Finance Officer, Country Director, and Auditor for monthly and yearly closing.

MASAR Association
Financial Consultant

May 2021 – May 2022
Beirut, Lebanon

- Ensuring that adequate financial management routines and systems are in place and that accounting practices and standards are adhered to, as well as that requirements from donors, auditors, and, authorities are fulfilled, especially in relation to purchasing, authentication, and payment procedures;
- Reviewing payments for consultants and vendors in accordance with financial procedures and control policies;
- Assist in budget preparation and reviewing budget proposals;
- Reviewing monthly reconciliations of bank and cash accounts;
- Reviewing donor's financial reports and any other financial management reports;
- Supporting the external and internal auditors to ensure timely audit report statements;

Norwegian People's Aid (NPA),
Finance Officer

May 2021 – April 2022
Beirut, Lebanon

- Responsible for electronic data-entry of all Bank, Cash, and expenses vouchers into Agresso system and procedures;
- Perform duties as cash custodian for USD and LBP cash box for Beirut office as per NPA policies;
- Responsible for quality and timely day-to-day accountancy operations, payments control and preparation, ensuring NPA payments templates are used and signed and that vouchers have all the needed supporting documents;
- Managing and ensuring timely and due payments for local staff payroll;

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- Compile and analyze information to prepare entries to accounts, such as general ledger accounts, and document all project transactions and resolve accounting discrepancies;
- Maintain and coordinate the implementation of standardized accounting control policies and procedure;
- Voucher preparation for all NPA offices-related costs and expenses and payments;
- Manage and ensure timely and due payments for suppliers and reconcile their accounts;
- Perform monthly cash reconciliations (Cash and Bank) to ensure accuracy on the cash management system;
- Assist the internal and external Auditors to perform initial financial department audits to ensure accuracy;
- Reconcile NPA supplier's statement of account such as insurances, security, and supplies on regular basis with keeping records;
- Update database and keep soft and hard copies of all external contracts including rents, suppliers, insurances, vehicle rent, etc.;
- Assist in preparing Governmental requirements (tax declarations and reporting, NSSF declaration and settlements, and VAT reimbursement);
- Follow-up on Imprest advances and perform cash count on regular basis;
- Report any discrepancy to the Finance Manager;
- Review and assist in processing travel advances and expenses reimbursements;
- Review of accounts payable (suppliers, personnel, Imprest, etc.) before the end of each month to process payments especially for ending projects;
- Assist in the preparation of total balance reconciliation on monthly basis by reconciling cash and bank accounts and other balance sheet accounts related to NSSF and Income Tax;
- Manage the finance activities assists in meeting financial reporting deadlines;
- Assist in project audits and NPA manual audits;
- Assist in preparation of cash flow forecasts and expenditure projections to each project;
- Responsible to file properly all financial documentation according to guidelines.

MASAR Association

Accounting and Administration Officer

April 2018 – May 2021

Beirut, Lebanon

- Bookkeepingng, and utilizing the SWAP accounting system;
- Ensuring that adequate financial management routines and systems are in place and that accounting practices and standards are adhered to, as well as that requirements from donors, auditors and authorities are fulfilled, especially in relation to purchasing, authentication, and payment procedures;
- Attending trainings with donors related to accounting and auditing principles and requirements;
- Preparing and issuing payments for consultants and vendors in accordance with financial procedures and control policies;
- Providing assistance in budget preparation;
- Monitoring cash flow and expenses reports for projects;
- Financial auditing and monitoring of project expenditures;
- Performing monthly reconciliations of bank and cash accounts;
- Insuring the availability of sufficient cash in the bank and in cash boxes;
- Conducting month-end cash counts with the Cashier;
- Ensuring proper and adequate filing system for financial and admin. Documents;
- Preparing donor's financial reports and any other financial management reports;
- Supporting the external and internal auditors to ensure timely audit report statements;
- In charge of procurement of services in line with the procurement policy;
- In charge of office management;
- Updating and working on the "Financial & Procurement" policies and procedures in coordination with the executive director;
- Establishing and managing the relationships with the suppliers;
- Ensuring proper function of logistical operations;
- Supporting in database structure, setup, and management.

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Nike (United Sports of Lebanon) & Converse (Sidewalks S.A.L), Junior Accountant

*Aug 2015 - Sep 2016
Beirut, Lebanon*

- Creating journal vouchers and payment vouchers;
- Managing and following up on Credit Cards;
- Preparing monthly reconciliations;
- Correcting errors by posting adjusting journal entries;
- Issuing invoices for wholesale and consignment customers;
- Preparing stock related transfers/ returns/ debit/ credit notes;
- Issuing receipts & JV's for wholesale A/R collection;
- Filing;
- Sales control: verify and reconcile Daily cash/ credit card/ sales collection;
- Detecting/ explaining and booking any cash deposits discrepancy;
- Checking bank credit cards statements, post credit cards transaction fees, and maintaining list of credit cards in transit for each bank account;
- Following up and liaising daily with stores on various needs;
- Managing incoming calls, drafting, and sending emails and memos;

A to Z for Accounting Trainee

*April 2014
Beirut Lebanon*

- Creating journal vouchers;
- Handling amortization and inventory;
- Examining the cycle of purchase, sales, and V.A.T;
- Handling salary tax declaration, payroll, CNSS;
- Handling Income tax declarations for individual institutions.

SKILLS AND INTERESTS

Language competencies: Arabic (native), English (fluent)

Computer Skills: Microsoft Office (Word, Excel, Access, PowerPoint). Agresso, SPSS, JD Edwards accounting system, Noria accounting system, Silicon books accounting system, Brains accounting software, SWAP accounting system, and EDM accounting and stock.

Hobbies: Reading, Travelling & Sports.