

Nabil Ayoub

Senior Finance Officer at International Rescue Committee - IRC, Beirut, Lebanon

Contact Information

Email Address: nabilayoub033@gmail.com

Mobile Phone: +9613684512

Country: Beirut, Lebanon

Day-time Phone: 03684512

Address: Metn

Target Job

Target Job Title: Finance

Career Level: Mid-Career

Career Objective: A Self-Motivated with 16 years' experience in Finance/Accounting

- Recognized exceptional work ethic, and commitment to organizational objective.
 - Creative thinker with effective communication and analytical skills.
 - Recognized as a performer consistently achieving annual sales / financial goals. Excellent self-motivated, enthusiastic, and committed to professional excellence.
- Employment Status: Full Time

Personal Information

Birth Date: 11 March 1986 (Age: 36)

Gender: Male

Nationality: Lebanon

Visa Status: Citizen

Work Experience (16 Years)

Senior Finance Officer

At IRC, International Rescue Committee

Location: Beirut, Lebanon

Company Industry: INGO (International non-governmental organization)

Job Role: Finance/Banking/Accounting

August 2014 – August 2022

- Processing of bank transactions on daily basis. Implement internal control procedures, in keeping with IRC policies and procedures.
- Review and check all transactions/payments are in compliance with donor and IRC requirements.
- Prepare Exchange Rate & Profit & Loss/FX Analysis reports.
- Processing and finalizing the monthly transaction spreadsheets for onward posting to accounting system.
- Verify/Prepare partners' Financial Reports, budgets, payments, forecasts, exchange rates and bank reconciliations. Conduct verification visits when needed. Conduct Pre-award risk assessment (PAA) check their declaration reports (NSSF, Income Tax, non-resident Tax...) support with the VAT exemption.
- Facilitate audit verification visits as IRC focal person.

- Assist the finance team in responding to internal/external audit requests.
- Monitor the field offices when required, provide support to staff on any finance procedure and assistance in case needed and check the way of business.
- Produce timely and regular balance sheet accounts reconciliation. Identify differences & discrepancies and follow up as appropriate (E.g., outstanding advances), in keeping with IRC policies, procedures and standard practices.
- Preparation and checking of bank reconciliation and cash statements of all accounts on monthly basis.
- Monitor & prepare mobile lines payment and perform quarterly analysis on the actual consumption, coordinate with the budget holders for grants allocation.
- Prepare VAT reports to tax authorities for declaration, ensuring accuracy, deadlines.
- Assist in preparation of the yearly nonresidents 7.5% taxation report.
- Monitor field inventory on a yearly basis.
- Monitor periodic cash counts.
- Safekeeping.
- Participate in professional development activities, as needed, or requested.
- Perform some admin duties as requested, attend tenders, and conduct site visits.
- Banking relationships.
- Support IRC Finance team in other country offices for a temporary assignment - TTA
- Monitor the bank and cash balances; reflect the outstanding payments in addition to the pipelines to determine the cash position.
- Evaluating clients' eligibility for the Micro-Enterprise program.

Senior Accountant

At Maalouf Trading & Contracting S.A.L \ Joseph Maalouf Est. For Engineering & Contracting

Location: Beirut, Lebanon

Company Industry: Construction/Civil Engineering

Job Role: Accounting/Banking/Finance

August 2009 - Maalouf Trading & Contracting S.A.L & Joseph Maalouf Est. For Engineering & Contracting

2009 – 2014

- Daily accounting data entry.
- Prepares and records asset, revenue, and expenses entries by compiling and analyzing account information; reconciling transactions; resolving discrepancies.
- Review all bank statements and daily bank positions; Check all type of fees, commissions and charges taken by the banks and match it with the corporate deals; Reconcile bank accounts.
- Preparing checks / transfers; Controlling Bills & following the contractor's agreements.
- Handle subcontractor's accounts; control internal payments for suppliers.
- In charge of preparing & paying the monthly payroll to the staff of water authority of Beirut and Mount Lebanon (More than 200 Employee).
- Coordination with the auditor, Control, VAT, prepared required Tax reports, Typing Annual projects reports.
- Holding the project's expenses (Guarantees, Insurance, Vehicles maintenance)
- Calculate asset's annual depreciation.
- Banking Relationships.
- Petty cash custodian.
- Attend tenders.

Accountant and Salesman

At Tomado Est. **Location:** Beirut, Lebanon
Company Industry: Merchandising
Job Role: Accounting
October 2006 - July 2009 Tomado Est. 2006 - 2009
Accountant, and Sales

- Control of the company's stock & accounts, debit, credit, and balance inquiries.
- Daily accounting data entry, follow up Stock & inventory, working as salesman at the showroom level, advise the customers, and after sales service, monitor the sales vs. previous year and ensure the increase in sales budget.
- In charge of programming & servicing digital scales & cash registers.
- Petty cash custodian.

Education

Higher diploma, Auditing

at TLC
Location: Beirut, Lebanon
Completion Date: May 2014

Higher diploma, Expert Accountant

at Byblos
Location: Beirut, Lebanon
Completion Date: Aug 2009

1-2-3 TS Expert Accountant, Byblos Dora 2007 - 2009

Certification / diploma, Accounting & Computer Science

at Byblos
Location: Beirut, Lebanon
Completion Date: Sep 2006

- . 1-2-3 BT Accounting & Computer Science, Byblos Dora 2004 - 2006

High school or equivalent

at dekwene
Location: Beirut, Lebanon
Completion Date: August 2002

- Complementary diploma, dekweneh, 2001 - Aug 2002

Specialties

Problem Solving

Decision Making Skills

Payroll

Employee Services

Client Communication

Languages

English

Level: Advanced

French

Level: Intermediate

Arabic

Level: Expert

References

Available upon request