

GHADA BARAKAT

Current Address: Lebanon

Mobile Number: +961 71 228276

Email: ghada.barakat90@hotmail.com

Summary

I am a highly motivated and passionate Project Manager with an intriguing growth mindset that keeps me moving forward in my career. With experience managing and leading on projects and operational functions, I embraced the concept of integration, relationship building and networking, and seeking new opportunities. I am currently leading a non-formal education with British Council Syria and looking to expand my role.

Skills Highlights

- Open and Committed
- Team player
- High adaptability
- Partnership management
- Fast learner
- Attention to details
- Project Management
- Problem solving

Experience

15-05-2022 to present

Project Manager – Digital Steps for Community Resilience Project Syria & Yemen
BRITISH COUNCIL SYRIA, based in Beirut

Project design and development (inception)

- In close coordination with the Country Director and partners, finalize the project design, develop the project governance plan, project management plan, action plan and M&E plan
- Ensure equality and diversity are mainstreamed in both the design and implementation phases
- Identify risks related to the project implementation and put a mitigation plan
- Draft and ensure signature of partner's and suppliers' contracts
- Lead on procurement of trainers to deliver project activities

Project Implementation

- Develop the budget and forecasting of the project and ensure monthly monitoring of expenditures
- Ensure timely payment for partners, suppliers and trainers
- Ensure the project activities' implementation as per the workplan
- Prepare and launch the call for applications for interested audience to participate in the project, and lead the selection process in coordination with key partners
- As per the governance plan, schedule regular board meetings with partners and stakeholders to follow on project progress and implementation
- Partnership management
- Support and ensure proper coordination with project participants (individuals/local NGOs)
- Ensure proper records management of the project

01-12-2020 to 15-05-2022

Grants And Compliance Coordinator for Building and Bonding project funded by GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit)

BRITISH COUNCIL SYRIA, based in Beirut

Grant Management

- Ensure project delivery is compliant with client Head Contract requirements and corporate British Council standards
- Support the Project Manager in preparing detailed project budgets in line with Head Contract requirements; 'revise planned budgets to accommodate+++ to contractual changes and follow up with finance team to update reforecasting on system
- Verify requests for grant from partners, contracted partners, suppliers and service providers and process these payments on timely manner

Project Operational Management

- Consolidate and review budgets periodically; comment on variance and report any possible under/overspent to the regional finance team
- Plan & Update cash flow forecasting for the project on a regular basis
- Ensure effective financial management of project using SAP system and off-system tools
- Identify possible risks and escalate them to Operations Manager and Country Director as appropriate – with agreed mitigation plans and actions.
- Reconcile monthly financial reports of partners/grantees , ensure the eligibility of all transactions and quality documentation of supporting documents, as well as provide technical guidance on finance management and resolve problems on an ad hoc basis.
- Produce quarterly financial report to be shared with the donor according to deadlines and standards of quality and completeness
- Lead on admin and logistics support for the project and closely coordinate with partners for that purpose.
- Participate in all meetings project Steering committee meetings as well as internal project board meetings and the regular project management meetings with partners
- Ensure information and records management is done in compliance with British Council policies and procedures
- Work with Project Manager on the closure phase of the project and relevant reporting.
- Prepare for project external audit, lead on the communication with the auditor and ensure proper coordination between auditor, concerned colleagues and partners' staff – the audit report showed 99% compliance.

01-05-2018 to 30-11-2020

Business Operations Officer

BRITISH COUNCIL SYRIA, based in Beirut

Financial management

- Create and oversee all kind of payments transactions (SAP/ ERP system, Off system, credit card and cash) in compliance with procurement processes
- Lead on Journals, accruals, deferrals, prepayments, write-offs, fixed assets register update (disposal and/or purchase forms) submission to the regional finance team to ensure expenditures are correctly assigned
- Handling British Council Syria cashflow by forecasting the monthly expenditures and yearly reforecasting to ensure the availability of liquidity in the bank account
- Identify financial risks, report them to the risk and compliance team and supporting programmes team with risk mitigation, considering Syria critical context and imposed sanctions

- Participate in monthly financial checklist and quarterly Financial Control Compliance Framework (FCCF) meetings to review key financial controls and Confirm the execution of processes by British Council Syria
- Plan operations yearly budgets and keep track of costs by submitting the monthly expenditure commentaries report, highlighting the reasons of any spending discrepancies

Grant management

- Handle and oversee financial reconciliations for projects funded by British Council and coordinate with partners to justify any discrepancies
- Conduct briefing sessions to grants recipients explaining financial reporting requirements according to British Council financial policies
- Support programmes in finalizing grant contracts and single sourcing justifications, draft operations related contracts with third parties, make sure they are abiding by contracts obligations and receiving their payments on timely manner

Procurement

- Lead and support British Council Syria daily procurement activities and logistics to meet operations and programmes objectives in accordance with the British Council procurement policies and budget constraints
- Handling due diligence process for new vendors and/or partners
- Contact potential vendors to get all the required documents and coordinate with concerned teams, in addition to the amendment of existing vendors

Information management

- Work closely with regional information governance & risk advisor to complete the information assurance, assess the information risk ranking in different SBUs and solve problems that might impact privacy and data confidentiality Report

01-10-2018 to present

CDIELTS/IELTS Supervisor Invigilator – Part Time (on Saturdays only)

BRITISH COUNCIL LEBANON, Beirut

- Act as a venue manager; the work includes assessment of exam venue, making sure all materials and equipment are ready for the exam, set up exam's venue
- Setup exam room, register candidates for exam following IELTS processes
- Read IELTS instruction, answer candidates' clarifications and deal with their complaints
- Manage invigilators throughout the exam and evaluate their performance and train newcomers
- Check the number of exam materials and fill the required forms (material records form, seating plan, amendment form, venue accessibility, complaint form, malpractice form, incident form) in addition to reconciling the test materials numbers of the whole venue at the end of exam day

01-08-2016 to 30-04-2018

Procurement officer and Contract Administrator

PROPERTY MASTERS GROUP, Beirut

Contracts Management

- Manage contract register by tracking signed contracts and notifying concerned third parties for renewal, in addition to posting them on Mystrata system
- Ensure the application of contracts' obligation by tracking the preventive and on call visits reports and check invoices accordingly. In addition to handling the yearly evaluation of subcontractors' performance

Procurement

- Receive requests for proposals from operations team and arrange for best prices quotations, contracts, one-time jobs, insurance policies and items' purchase in compliance with company's procurement policy and submit offers to the clients with comprehensive prices and clear scope of work
- Draft and sign the subcontractors' contracts that are working directly under PMG supervision, making sure they are signed and stamped

- Prepare and launch tenders, evaluate received proposals and recommend the qualified suppliers
- Evaluate quotations and select or recommend the selection of most suitable suppliers

26-02-2014 to 30-07-2016

Project Coordinator

PROPERTY MASTERS GROUP, Beirut

- Answer phone calls promptly and professionally, direct callers to the correct destination and follow up on any calls that need to be examined further
- Coordinate Manager's calendar, settle meetings, prepare meetings materials(documents and presentation), schedule locations and follow up the execution of minutes of meeting resolutions
- Draft correspondences and reports, communicate them to the clients
- Maintain relevant databases and files by using the company on-line database (CRM), keep accurate and updated records
- Check the real expenses, highlight discrepancies and draft yearly properties' budgets at the end of fiscal year
- Prepare and submit the attendance sheet of PMG employees to HR on monthly basis
- Manage Driver's deliverables and receivables from/to concerned parties
- Train the new comers to the department;

01-10-2013 to 31-12-2013

Protection Monitor

MERCY CORPS, South Lebanon

- Conduct interviews and focus group discussions with refugees and key informants of the Municipality in the area of operation
- Check refugees life condition and draft daily reports with urgent cases monitored
- Disseminate information of relevant importance to the refugees community and raise awareness

01-10-2012 to 30-09-2013

Database Officer

VIRGIN MEGASTORES, Beirut

- Analysis and entry of data related to goods sold in stores(creation of new items and updating existing items
- Detecting errors in daily transactions made by cashiers in stores while selling customers, goods reception or sending from/to other stores
- monthly random inventory of selected items and annual inventory of all goods in stores distributed all over Lebanon
- Perform the administrative assistant duties during her absence

Education

- Bachelor of Computer Science – 2012; Lebanese International University – LIU - Nabatiyeh

Languages

Arabic – Mother Tongue

English – fluent

French – intermediate

Certifications

- Developing Personal Reilience 3-May-2022
- Mental Health First Aider 3-Nov-2021
- Advanced Excel training course 19-Feb-2016
- A1 level – Spanish language