

## **Linda Georges Azar**

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Marital Status: Single, DOB: 1997, Gender Female.

### **OBJECTIVE**

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Seeking a job opportunity where I can acquire practical experience and improve my skills. Mentioning that I would be fully committed to develop and to reinforce knowledge and competences to my surrounding.

### **EXPERIENCE**

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**July 2022 – Present | Finance Assistant in Norwegian Refugee Council, Zahle, Bekaa, Lebanon.**

- Comply with Financial Handbook and other NRC policies
- Verify that all vouchers and supporting documents are according to standards set in the Financial Handbook, and enter them into the accounting system
- Make and verify approved payments
- Record all cash movements
- Follow up on advances and refunds
- Prepare and arrange for bank withdrawals and transfers and present for verification
- Maintain the filing system for all financial and accounting documents
- Advice and support staff on financial policies, and documents required.
- Ensure that expenditure from the main account are accounted in appropriate budget lines and on relevant projects
- Ensure that NRC's related activities are implemented within NRC's Protection mainstreaming guidelines and report any breaches/concerns to the line manager and/or focal point for proper action.
- Utilize the use of NRC Agresso Accounting System and ensure daily bookkeeping.
- Manage the office petty cash and ensure its accuracy and sufficiency on daily basis.
- Assist the Finance Officer in the monthly accounting closing process, ensuring accuracy and completeness of the ledger and all supporting documents.
- Support the Finance Officer in the preparation of financial report
- Provide scanned copies of payments requested by auditors or other countries.
- Ensure that all transactions are properly authorized and fully documented.
- Ensure proper filing and archiving of all financial documents according to NRC standards and donor regulations
- Prepare payments for beneficiaries and vendors; in accordance with NRC's financial procedures and donor regulations
- Liaise with other NRC departments to issue due payments
- Ensure that all payment requests comply with donor requirements
- Monitor bank account to ensure availability of sufficient balances
- Perform other Finance related tasks as requested

**September 2021 – June 2022 | Accountant in Domaine des Tourelles, Chtaura, Bekaa, Lebanon.**

- Analyze financial information and prepare balance sheets.
- Coordinate with management and staff to prepare budget.
- Maintain account receivables, document bills and supporting documents on CTServ system.
- Prepare journal entries (JV, RV, PV...)
- Prepare quarterly budget and VAT report under the supervision of senior management.
- Develop daily financial statements that include cash flow and balance sheets.
- Prepare banks and suppliers reconciliations.
- Petty Cash Checking.

**October 2020 – September 2021 | Accountant in Debs Petroleum, Zahle, Bekaa, Lebanon.**

- Preparing Monthly Financial Statement
- Preparing the fiscal declaration and the audit report
- Examining company accounts and financial control systems.
- Prepare month-end journals and reporting integrating to the financial system
- Preparing journal entries
- Maintain a proper document control system / works on different systems one of them is SOFT ACCOUNTING.

**Jun 2019 – Oct 2020 | Underwriting officer in Ghazaly Insurance Group, Zahle, Bekaa, Lebanon**

- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Verifies assets and liabilities by comparing items to documentation.
- Preparing journal entries.
- Reconcile general ledger and statements.
- Maintain a proper document control system / works on different systems one of them is SOFT MIND.
- Issue All Risk, Third party, obligatory, expat and travel insurance.

**Jun 2017 – Jun 2019 | Accountant in OMT office, Zahle, Bekaa, Lebanon**

- Preparing Monthly Financial Statement
- Preparing the fiscal declaration and the audit report
- Examining company accounts and financial control systems.
- Prepare month-end journals and reporting integrating to the financial system
- Assist customers with their transactions.

**Jul 2016 –Jul 2018 | Hostess in Chapeau Bas agency, Zahle, Bekaa, Lebanon.**

- Contributes to team effort by accomplishing related results as needed.

**Sep 2015 - Present | Teacher in EduKids, Zahle, Bekaa, Lebanon.**

- Taught scientific materials from Grade 3 till Grade 11

## **EDUCATION**

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### **Universite Antonine**

2018- 2022: Masters in Business administration – Banking and Finance.

### **Universite Antonine**

2015-2018: Bachelor in business administration – Banking and Finance

### **Jesus the king school**

2000-2015: Lebanese baccalaureate – Life science

### **Internship at OMT Agency– Beirut, Sami El Soleh**

Feb 2018

- Checked money transactions
- Fight money laundering
- Work on an online system

## **SKILLS, ABILITIES, CERTIFICATES**

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- **Certificates:**

- DELF
- HEIST Training by NRC

- **Skills :**

- Good communication skills
- Dealing with multiple tasks
- Ability to write reports related to assignments
- Ability to work on the field
- Ability to work in a team

- **Languages:**

- Arabic, mother language
- English, good in speaking, reading and writing
- French, fluent in speaking, reading and writing

- **Computer:**

- Word, Excel, PowerPoint, and internet

- **Activities:**

- Volunteer in Lebanese scout association since 2010 until now.

## **REFERENCES**

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References are available upon request.