

JULIE ABI RACHED

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PROFESSIONAL EXPERIENCE

Administrative and Logistics Officer

11/2021 - Present

Un Ponte Per INGO - Lebanon

- Support in the registration of all the expenses according to UPP and donor procedures and templates
- Prepare financial documents and reports for HQ and donors ensuring accuracy and adherence to financial requirements
- Support UPP Project Managers in the administration of the projects, including cashbook management and bank reconciliation
- Contribute to the preparation of the new budget proposals and forecast with the HQ Admin Department
- Prepare procurement documents following UPP procurement procedures including: oversee bidding processes, solicit bids, quotations and tender documents, and participate in evaluation and selection of suppliers
- Ensure compliance revision of all Logistics documentation upholding donor and UPP minimum standards;
- Manage personnel files including the preparation of contracts, hours of attendance, pay slip, etc.

Administrative Assistant

03/2021 – 11/2021

Médecins du Monde - Beirut - Lebanon

- Ensure the timely payment of the expenses related to the operation of the MDM programs
- Keeping the accountancy through the MDM accountancy's system (SAGA)
- Verify receipts from donors and issue receipts accordingly
- Check supporting documents for payment orders and proceed with disbursement
- Authorize advances on expenses and control their reimbursement with the appropriate supporting documents
- Create an internal online library for personnel files accessible to authorized persons
- Support in the process of recruiting and integrating new candidates
- Ensure the collection of all documents related to the personnel file, including attendance sheets
- Print individual pay slips and ensure its signature by the parties concerned
- Coordinate the registration of expatriates and prepare the declaration to the CNSS of national employees

Human Resources Assistant - Intern and Volunteer

Save the Children - North - Lebanon

11/2020 - 01/2021

ALLIANZ SNA - Hazmieh - Lebanon

06/2019 - 10/2019

- Support in the recruitment and integration process
- Organize interviews with potential candidates
- Collect and analyze interview evaluation sheets
- Check references by phone or email
- Collect documents from selected candidates and computerize employees' files
- Prepare contracts for new recruits: service agreements, consultancy contracts, volunteering, non-regular staff, etc.
- Assist in the construction of a centralized online interface for employee leave
- Update the annual employee performance appraisal form
- Update human resources processes and procedures:
Dress code, schedule, employee handbook, job descriptions, etc.

Reception Assistant - Part Time Employee

06/2019 - 10/2019

T.E.R.R.E Liban NGO

- Welcoming students and visitors
- Present the mission, vision and projects of the organization
- Raising awareness of the importance of sustainable development

EDUCATION

La Sagesse University - Beirut - Lebanon

06/2020

Bachelor in Business Administration with Distinction

Collège de la Sagesse Saint Jean - Brasilia - Lebanon

06/2017

French and Lebanese Baccalaureate in Life Sciences with merits

ADDITIONAL INFORMATION

- Languages: Arabic - French - English
- Computer Skills: Microsoft Office (Word, PowerPoint and Excel) - SAGA
- Entrepreneurship Training Program - UNICEF's GIL 2020
- Vice President Club La Sagesse University – Donner Sang Computer 2018 - 2019
- National Voluntary Service Program (NVSP) - Lebanese Ministry of Social Affairs 2018