

Inas Fakha.

Beirut, Lebanon | +961 3798383

ennasfakha12@gmail.com

SUMMARY

I am a person that is highly motivated as well as dedicated who knows how to get adjusted to the surroundings easily. I believe in learning while working to enhance my educational and professional skills. Therefore, my long-term career objective is to become a member of core team in a good organization.

EXPERIENCE

▪ **PROCUREMENT OFFICER & AUDITOR**

2016 – Present

Ministry of Education and Higher Education, Bureau of the Ministry – Beirut, Lebanon

- Examining and auditing financial matters.
- Member of the Bureau of the Directorate-General of Education's Special Committee on Bids and Tenders.
- Member of the Special Committee of Bids and Tenders for the EDP II project/AWP 2017-UNICEF.
- Member of the EFA - UNICEF Special Committee on Bids and Tenders (SHG001-2).
- Member of the QITABI Project's Special Bids and Tenders Committee, in collaboration with World Learning Inc.
- Member of a Special Committee charged with overseeing the process of purchasing books in public schools.
- S2R2 Project Internal Audit Team Member (Funded by World Bank)

▪ **TRAINER**

2019 – Present

International Academy for Building Capacity IABC – Beirut, Lebanon

- NGOS' financial management.
- Women Programs Association (WPA) of UNRWA (Funded by UNRWA).
- TOT accreditation where I can practice teaching segments to other participants.

▪ **Company certified trainer**

2014 – Present

AL ITIJAH AL ELMI Company for Languages and HR, Libya – Beirut, Lebanon

- Collaborate with management to identify company training needs.
- Schedule appropriate training sessions.
- Oversee and direct seminars, workshops, individual training sessions, and lectures.
- Workshop on Financial Affairs, Investment, and Revenue Collection, Lebanon, 2014.
- Secretarial skills workshop, Turkey, 2016.
- Personal and managerial skill development workshop in Turkey in 2022.

▪ **TEACHER**

2006 – 2014

Mira Training Center – Hamra, Beirut

- Accounting instructor (General Accounting, EDM Program Operation, Stock Accounting).
- Offering training sessions, workshops, and seminars to employees of the Diwaneya Investment Committee in Iraq (business administration, feasibility studies, crisis management, negotiations, and so on...).
- National Social Security Fund tax return disclosures.
- Offering a sales and procurement session to employees of the Diwaneya Investment Committee in Iraq.
- Creating lectures and training materials for institute students (crisis management, negotiations, applied accounting, corporate accounting, internal auditing of financial data, and so on...).
- Business economics and budget preparation.
- Content creator.

▪ **TEACHER**

2000 – 2016

Borj El Barajneh Public School – Beirut, Lebanon

- Teaching mathematics to students in Cycles I, II, and III, i.e. pupils in grades 2, 4, 6, and 7 o School coordinator for Cycles I and II mathematics curriculum.
- Accountant / school financial committee.

EDUCATION

- **Faculty of Pedagogy/One-Year Formation Session to Teach First and Second Cycles of Basic Education**
Lebanese University – Beirut , Lebanon 2011
- **Bachelor Degree in Business Administration**
Lebanese University – Beirut , Lebanon 2005

CERTIFICATES

- **Certified International Trainer – Institute of administrative management**
- **TOT certificate- INTERNATIONAL ACADEMY FOR BUILDING CAPACITIES**
- **Certificate of attendance – cash management challenges- CENTRAL BANK OF LEBANON**
- **Certificate of attendance – BANKNOTES AND CASH CYCLE- CENTRAL BANK OF LEBANON**
- **Certificate of attendance- money laundry- CENTRAL BANK OF LEBANON**
- **Certificate of attendance- gender equality- NATIONAL COMMISSION FOR LEBANESE WOMEN**
- **Certificate of attendance-senior accountant- practical accounting academy-saida.**

SKILLS

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|---|------------------------------|---------------------------------|
| ▪ Financial acumen | ▪ Communication skills | ▪ Supervising staff |
| ▪ Analytical skills | ▪ Project management | ▪ strategic industry management |
| ▪ Proficient in MS office & Computer skills | ▪ Purchasing and procurement | ▪ Teamwork and collaboration |
| ▪ Professionalism | ▪ Leadership | |
| | ▪ Problem solving | |

Languages

- **Arabic:** Native
 - **English:** Full professional proficiency
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