

Mohamed M. Mahfouz

Financial and Administrative Manager

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Summary

A dedicated and professional Financial and Administrative Manager with 5+ years of experience in the finance, consultancy, credit information and dealing industries. Proven record of improving financial performance, enhancing administrative efficiency, and driving business growth. Effective leader who performs well in collaborative environment with clients and coworkers. Adept at implementing risk management strategies to safeguard assets and ensure financial stability. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

Experience

Financial and Administrative Manager– 11/2020 to 05/2023

Rimex, Douala, Cameroon

- Ensured financial integrity and accountability, and analyzed / presented financial reports in a timely manner while managing organizational cash flow and forecasting, and administering medical aid for field staff
- Kept track of all clients and suppliers accounts while communicating and presenting the critical financial matters to the board of directors
- Managed various types of agreements (cooperative agreements, grants, personal services agreements, etc.) while working with staff and the board to develop/implement program and organizational budgets
- Ensured efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting and accounting while negotiating/managing project-related contracts with suppliers and clients
- Worked closely and transparently with all external partners including third-party vendors and consultants while being responsible for vehicle fleet in the field office and for fixed assets management.

Credit Information Officer – 12/2018 to 11/2020

First National Bank, Beirut, Lebanon

- Evaluated loan applications and documentation by confirming credit reliability while improving loan applications and documentation by informing the applicant of additional requirements
- Rejected loans by explaining shortcomings to corporate, small and medium-sized business departments, and approved loans by issuing cheques or forwarding applications to the Loan Committee
- Updated professional knowledge by participating in trainings, reading professional publications, and maintaining personal networks
- Collected and compiled credit-related information, including credit reports, financial statements, tax returns, and other relevant documents while verifying the accuracy and authenticity of the provided information

Consultant – 10/2018 to 11/2018

ALTAI Consultant, Beirut, Lebanon

- Designed and gathered data during the information gathering phase while planning and executing the initiative and acts as a meeting or process facilitator
- Created an evaluation plan to measure the efficacy of trainings and progress while conducting in-depth research, market analysis, and data collection related to the client's industry or issues
- Developed and presented recommendations and solutions to address client challenges or meet their objectives while creating actionable plans and strategies to implement proposed solutions
- Maintained open and effective communication with clients throughout the consulting engagement while providing regular updates and progress reports, and addressing client questions or concerns

Dealer – 05/2018 to 09/2018

FXT, Hermel, Lebanon

Education

Master's degree in Financial Assets – 2017

Saint-Joseph University, Beirut, Lebanon

Bachelor's degree in Business Administration – 2015

Saint-Joseph University, Beirut, Lebanon

Trainings

- **Trainee, I-Limits** – 04/2016 to 05/2016
- **Trainee, ACT** – 02/2016 to 03/2016
- **Trainee, Lebanese Dealers Corporation** – 06/2014 to 07/2014
- **Trainee, Banque du Liban** – 08/2013 to 09/2013
- **Bank Teller Trainee, Credit Libanais** – 06/2013 to 07/2013

Skills & Expertise

- | | |
|------------------------|-----------------------------------|
| • Leadership | • Employee Training |
| • Team Management | • Negotiations & Contracts |
| • Communication | • Policies & Procedures |
| • Market Research | • Selling Techniques & Strategies |
| • Business Development | • Microsoft Office |
| • Problem Solving | • Customer Service |
| • Project Management | • Time Management |

Languages

Arabic: Native | **English:** Advanced | **French:** Advanced