

Personal Information

Address	Ras Al Nabaa, Beirut, Lebanon.
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E-mail	amersednawi@hotmail.com
Date of birth	01/01/1990
Civil Status	Single

Education and Trainings

Qualification	PHD. Accounting& Auditing (in progress).
Organization	BAU (Beirut Arab University), Faculty of Business Administration, Accounting Department.
Qualification	MBA. Financial Engineering (in progress).
Organization	Sagesse University, Faculty of Economics and Business Administration.
qualification	MBA. Human Resources Management.
Organization	Lebanese International University
Qualification	Msc. Accounting& Auditing
Organization	BAU (Beirut Arab University), Faculty of Business Administration, Accounting Department.
Qualification	BA in accounting
Organization	University of Damascus, Faculty of economy, Accounting department.
Professional Trainings and Certificates	Public Procurement (PWC). Accounting (PWC). Procurement (PWC).

Work Experience

Duration	01/07/2021-Present
Position	Finance Manager
Main tasks and responsibilities	<ul style="list-style-type: none">- Budget control and guidance.- Budget Forecast.- Participate in annual work plan preparation.- Design effective budget models (master budget, forecast, budget templates, level of effort, payrolls.)- Create financial models for decision makers.- Prepares accurate financial statements in compliance with IFRS.- Analyses financial statements.- Monitor variances (actual vs forecast).- Recommending actions to management.- Developing automated reporting/forecasting tools.- Reconciling transactions.- Handling external Auditors requests.- Prepare banks requested documents.- Support Program coordinator and PM in implementing projects.- Support area coordinators work and facilitate Jafra's work in all locations.- Supervise the preparation of all types of vouchers, the pay cycle and payment execution. (cash, checks, and bank transfers)

- Preparing the payroll for all working locations.
- Proper control of the supporting documents for payments and financial reports for projects
- Ensure that documentation is in place for projects audit.
- Control, process and consolidate the financial reports of nine working locations.
- Responsible for bank and cash reconciliations.
- Authorize the financial reports before submitting them to donors.
- Control the reporting process under the donor's conditions to satisfy their requirements.
- Prepare contracts for new employees, suppliers and consultants.
- Maintain employees' records (attendance and leaves) according to organization policy.
- Guide the time sheets preparation process (Level of Effort).
- Participating in interviews as and when necessary.
- Prepare certificates and other HR documents needed.
- Provide guidance on the procurement process (projects, budget lines, limits, etc.).
- Supervise the procurement team Assist in purchasing goods, assets, and services, from the purchase request to payment and delivery
- Organization of trainings for the operations/ projects staff of Finance, Logistics, and HR.
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Organization Sector	Jafra Foundation for Relief and Youth Development NGO
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Duration	15/03/2014-10/11/2020
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Position	Finance & Admin Officer MHPSS Project
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Main tasks and responsibilities	Financial Controls
	<ul style="list-style-type: none"> - Support the Finance Manager while ensuring compliance with MAP's and UNICEF's financial policies and procedures.
	Financial Operations
	<ul style="list-style-type: none"> - Maintain financial files and records. - Ensure transactions are properly recorded and entered in the accounting system.

Procurement

- Ensure compliance with MAP's and donor's procurement procedures.
- Process supplier invoices.

Reporting

- Support Finance Manager with the preparation of interim and final Financial reports to the donor, and Quarterly internal reports to the board.
- Assist in the internal and external audits.

Partner Organisations

- Review and approve financial reports submitted by partners, in coordination with Project Coordinator and under the supervision of Finance Manager.
- Process payments according to the agreed payment schedules.
- Provide orientation and training to partner organizations on sound financial management.

Security

- Obtain security information from other NGOs, UN agencies and local sources and sharing and discussing this information with DOP and Lebanon team.
- Support DOP in monitoring compliance with the safety and security policy overall.
- Follow up the safety and security logistics in Beirut (office, cars).
- Follow up all the insurance policies for Lebanon, in coordination with HO and DOP.

Organization
Sector

Medical Aid for Palestinians (MAP), Lebanon Branch
NGO

Duration
Position
Main Tasks
and
responsibilities

01/03/2013-14/03/2014

Office Manager

Office Services

- File official correspondence in IN/OUT register.
- File activity documentation including training, awareness raising activities.
- Monitor stocks (stationary, cleaning materials, etc.) and resupply the office as needed.
- Ensure timely payment of utilities ex. electricity, water, telephone, internet.
- Coordinate the logistics of donors/partners/colleagues' visits, including flight and hotel reservations, airport, and hotel pickups etc.
- Organise and monitor filing of documents in the shared drive by all Lebanon team members.

Finance and Administration

- Maintain the petty cash in Beirut office; keep cashbook records of transactions in accordance with MAP F&A guidelines.
- Responsible for procurement of services and supplies, in collaboration with MAP Lebanon F&A guidelines and donors' guidelines.
- Maintain procurement file and prepare summary procurement reports.
- Maintain and regularly update personnel files according to MAP F&A guidelines and Security Handbook; maintain and verify annual leave records; prepare summary personnel file reports; ensure timely renewal of contracts.
- Maintain and regularly update asset registers in Beirut and field offices.
- Support F&A Manager in preparing financial reports for internal use, and reports to be submitted to institutional donors.
- Support F&A Manager in reviewing financial reports submitted by partners.

Security

- Maintain personnel files in accordance with Safety and Security Handbook provisions; ensure all staff consultant and visitors submit the required documentation and that all are covered by insurance policies as appropriate.
- Contribute to the induction/orientation process of new staff, consultation, and visitors, ensuring that they receive the required equipment, information, and documentation.
- Responsible for IT security including daily back up on server, weekly back up off site; regular maintenance of equipment and antivirus updates.
- Maintain training records to document personal security and first aid training attended by staff members.
- Conduct quarterly security audits of MAP offices and vehicles and file the relevant documentation.
- Produce and regularly update a table summarizing all insurance policies for staff, premises, and assets.

Organization Sector Medical Aid for Palestinians (MAP), Lebanon Branch
NGO

Duration **01/10/2012-31/12/2012**
Position **Finance assistance/consultant**

- Main tasks and responsibilities
- Register financial transaction and prepare the needed vouchers and ensure evidence of expenditures and payments.
 - Reviewing of the financial reports submitted by the partners and prepare a report of comments.
 - Support the F&A team with conducting security audits in Beirut office and the field offices.
 - Maintain the asset registers and stock inventories.

Organization Sector Medical Aid for Palestinians (MAP), Lebanon Branch
NGO

Duration **01/01/2011 – 29/01/2012**
Position **Administration/Finance Officer**

- Main tasks and responsibilities
- Management of the budget and application of the administrative procedures set by the employer.
 - Management of resources.
 - Register financial transaction and prepare the needed vouchers, ensure evidence of expenditures and payments.
 - Manage procurements, Quotes, bids, summary bids, part of the selection committee, Purchase orders and finalizing payments.
 - maintain the asset registers and stock inventories.
 - Locate the expenditures in its appropriate budget lines.
 - Prepare checks.
 - Manage cash in box and its monthly reconciliation.
 - Reporting to the Donor and to the Employer.
 - Monitor cash flow.
 - Prepare and reconcile bank statements.

Organization Sector Ricerca e Cooperazione, Syria Branch
NGO

Personal Skills and Competences

Mother tongue(s)	Arabic (Native)
Other language(s)	English
Computer skills and competences	Very good Office user: Microsoft Word, Excel, Access, and Outlook. Al-Moheet Accounting System. Quick books Accounting System. Socrate ERP. R Studio and SPSS. Aplos non-profit accounting system.
Other job-related skills	Team player, having the ability to work fairly and productively alongside others. Flexible and able to work under pressure. Excellent communication Skills. Conscientious and Extremely Accurate. Willing to travel (local and international). Excellent knowledge of humanitarian principles. Analytical thinking and problem-solving skills.