

Elias Tannous

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Professional Summary

With over 10 years of experience, expertise lies in administration, logistics, finance, and compliance. Proven skills include optimizing workflows, managing budgets, and ensuring documentation accuracy. Adept at financial management, including record-keeping, budget oversight, and audit support, as well as logistics operations such as procurement and distribution. Demonstrated ability to enhance productivity and ensure regulatory compliance across diverse roles and responsibilities.

Core Competencies

- Financial Management and Analysis
- Strategic Workflow Optimization
- Logistics and Supply Chain Management
- Administrative and Documentation Skills
- Financial Transaction Processing
- Administrative Operations Management

Experience

Deutsche Gesellschaft Fur Internationale Zusammenarbeit – GIZ

Administration Officer | May 2024 – Present

- Optimize office workflows by managing inventory, preventing shortages, coordinating meetings and events to improve productivity and efficiency
- Ensure the accuracy and completeness of critical documents, reports, and records such as preparing project documentation, financial reports, and other essential records
- Manage and process the office budget, monitor expenditures, reconcile financial records, and perform bank reconciliation to ensure compliance with regulations
- Oversee supplier relations, manage contracts and agreements, handle office supply orders, and update price lists

Action Against Hunger

Logistics & Admin Officer | May 2022 – Feb 2024

- Provided exceptional administrative support by managing correspondence, scheduling, and preparing detailed reports
- Oversaw monthly accounting tasks, including cash and bank books, ensuring accuracy and achieving a 70% cost reduction
- Maintained strict compliance with organizational policies, donor requirements, and local regulations related to logistics, administration, and finance
- Managed the logistics chain, including procurement, transportation, warehousing, and distribution, to enhance efficiency

ISA Logistics Offshore

Junior Accountant | April 2021 – April 2022

- Updated financial records by recording transactions, posting journal entries, ensuring ledger accuracy, preparing invoices, expense reports, and payment voucher
- Prepared financial reports for internal and external stakeholders such as compiling data, performing variance analysis
- Assisted in preparing for audits by organizing financial documents, supporting auditors with requested information, and addressing any discrepancies or issues identified during the audit process

Bank of Beirut SAL

Signatory B | Sep 2016 – Oct 2020

- Supervised 8 employees, ensuring adherence to operational standards and procedures
- Ensured adherence to Anti-Money Laundering (AML) regulations by overseeing the preparation and submission of AML compliance reports
- Monitored and controlled the clearing of checks, letters of credit, and letters of guarantee, ensuring all documents comply with regulatory standards and bank policies
- Oversee ATM replenishment, monitor cash levels, manage branch cash balance and perform reconciliations to ensure accuracy

Teller | Apr 2011 – Aug 2016

- Managed \$2,000,000 in client deposits, ensured adherence to operational standards, and trained over 20 new tellers for various tasks
- Accurately and efficiently handled various financial transactions, including deposits, withdrawals, and transfers
- Assisted an average of 40-50 customers daily with their banking needs, address inquiries and concerns, and offer guidance on account services

Le Charcutier

Operation Supervisor | June 2009 – Dec 2010

Education

Al Kafaat University

- Bachelor Degree – Accounting & Financial Management | 2010

Certificates

- Specialist Technician in Humanitarian Logistics , AECID and Action Against Hunger | July 2023
- Lebanese Financial Regulations , ESA Business School | Sep 2018
- IELTS General Training | Feb 2017

Technical Skills

- Dolphin
- Branch Power
- Aggresso
- Winpaccs
- CTSERV

Languages

- Arabic, Mother Language
- English, Full Proficiency
- French, Intermediate Proficiency