

Laudy Dib

• Beirut, Lebanon • Laudiedib.lb@outlook.com • +961 76 106 614

Education

Arts, Sciences and Technology University

Bachelor's in business administration - Management

Lebanon

Graduation Date: 2015

Experience

LGA – NGO

Project Manager

2023 – Present

- Prepare & write all project proposals.
- Develop and manage budgets for projects and overall organizational expenses. Monitor financial performance, analyze variances.
- Oversee the planning, execution, and completion of projects within established timelines and budgets.
- Give and oversee Trainings by LGA (Lebanese Generation Association).

Tleil Municipality & Akkar Municipality Union

Accountant & Financial Management

2022 – Present

- Develop and manage budgets in collaboration with relevant departments.
- Record financial transactions, reconcile accounts, and manage general ledger entries.
- Manage cash flow by monitoring inflows and outflows.
- Prepare and analyze financial statements.

PCPM Association

Local Expert - Consultant

2022 – 2023

- Wrote successful projects and supervised execution: Easy to Invest & Solid Waste Management.

Academie Educatif de Dreib

2021 – 2023

Accountant & HR Officer

- Managed financial operations, including maintaining accurate records, preparing budgets, financial reports, and tax filings, overseeing payroll, and ensuring compliance with regulations. I also handled school grants and donations.
- Managed all human resources functions, including recruitment, onboarding, payroll, and benefits administration. I ensured compliance with labor laws, address employee relations issues, support training and development, and implement HR policies to maintain a positive and efficient work environment.

Auditor/Accountant

Jam Consultant

2014 – 2016

- Prepare financial reports and statements, Data Entry, income tax, VAT on Dolphin system.
- Conduct and attend regular meetings with senior management to share financial findings. Keep a check on processes and regulations, ensuring compliance with financial policies and regulations.
- Inspecting financial statements to catch errors, misstatements and fraud & Performing audits on systems, operations and accounts.

Certificates

- **GIS For Municipalities** - Masar for Local Governments Projects implemented by VNG Int., ACCD, PCPM & KL, June-July 2021
- **Managing Local Project** - Masar for Local Governments Projects implemented by the Polish Center for International Aid.
- **Seed Extraction, Storage and Preservation, The Seed of change virtual Training** – Georges N Frem Foundation, August 2023.
- **Early Safe Identification and Referral on Child Protection** – Himaya, April 2024.