

Nassib Joseph Merhej

Ain El Remmaneh
Lteif Street, Al Awar Bldg., 3rd Floor
Mobile: +961 76 790902
E-mail: nassib_m@hotmail.com

Curriculum Vitae

OBJECTIVE

Integrate a challenging institution where I can find opportunities to achieve high performance in my professional and specialized development and make significant contributions through the involvement in high-level assignments.

EDUCATION

Fall 2019: Morgan International – Beirut

- Preparation for the CIA – Certified Internal Audit Exam
 - Part I - Essentials of Internal Auditing
 - Part II - Practice of Internal Auditing
 - Part III – Business Knowledge for Internal auditing

Feb 2017 - June 2018: Modern University for Business & Science (MUBS – Spears Campus)

- Business Administration (GPA 3.68)

March 2015: Lebanese American University (LAU – Beirut Campus)

- Project Management Professional - PMP

May 2014: Lebanese American University (LAU – Beirut Campus)

- Capacity Building for NGOs Diploma

Sept 1992 – June 1994: Sagesse Technical School –Ain El Remmaneh

- Informatique de Gestion (TS)

Sept 1988 – June 1990: Collège Des Peres Antonins - Baabda

- Lebanese Baccalaureate (Experimental Sciences)

PROFESSIONAL EXPERIENCE

A) UNICEF

A.1 - September 15, 2021 – July 7, 2024: Quality Assurance Officer

- **Promptly review Audit and Verification mission requirements**
 1. Reviewing Audit or EU Verification exercise requirement
 2. Creating/Updating database for data collection
 3. Follow up with concerned sections to provide supporting data/documentation/explanations
- **Contribute to organizational structure by maintaining LCO Risk Register, avoiding SOD violations, and supporting update of statutory committees**
 1. Checking SOD Violations
 2. Performing the Annual risk assessment - eGRC input
 3. Maintaining the Table of Authority
 4. Updating Statutory Committees composition and TORs
 5. Contributing to the Annual Management Plan
- **Provide support and actively contribute to HACT activities by regularly ensuring resources are available and tracking progress in line with HACT SOP**
 1. Secure funding from OPS and raise PRs for all Financial Assurance Activities in VISION (ERP system) based on available regional LTAs
 2. Review all Spot Check and Audit draft reports and provide comments prior to issuance of final

report

3. Timely circulation of Spot Check, Audit, and micro assessment reports upon receipt from audit firms to relevant sections
4. Timely assignment of Follow up actions resulting from HACT Assurance activities in e-Tools
5. Follow up on the timely completion of High observations from Spot Checks and Audits and provide guidance to programme colleagues for closing follow up Actions
6. Contribute to design and implementation of capacity development training related to financial HACT to both partners and staff
7. Coordinate and facilitate HACT orientation sessions for LCO UNICEF partners and/or staff.

➤ **Support the Anti-Fraud Task Force as its Secretariat in terms of Meeting arrangements and implementation of its annual workplan**

1. Preparing Agenda for the taskforce meeting
2. Writing/filing Minutes
3. Follow up on Action points
4. Contribute to the Taskforce AWP and its implementation

A.2 - April 7, 2016 – September 14, 2021: Operations Associate

➤ **Provide operational support in planning, implementing, monitoring and reporting of the Operations cross sectorial and institutional budgets:**

1. Assist the Deputy Representative-Operations by preparing detailed cost estimates and periodic monitoring reports.
2. Assess overall budget implementations and follow up with the respective Operations sections and Field Offices
3. Follow up on various instructions/recommendations on tasks as required and provide support needed.

➤ **Support and Effective Management of the Operation Section:**

1. Organize internal operational management meeting takes minutes and distribute to meeting participants. And follow-up actions required from individuals until closure and within timeframe.
2. Prepares correspondence, reports, evaluations, and justifications, as required, on general and administrative issues within assigned area of responsibility.
3. Collects data and information and prepare operational management indicator reports for the CO.
4. Organize and priorities supervisor's appointments, and maintains calendar and work schedules, screen visitors and calls and respond to queries with discretion.
5. Maintains and update operational, policy, management confidential files and Collect data and information and prepare operational.
6. Support arrangement related to travel on timely manner.

➤ **Provide Support on Quality Assurance and Risk Mitigation measures:**

1. Provide assistance in Internal/External LCO Audits, EU verification missions, ECA cases.
2. Assisting in LCO Risk assessments and maintain of Risk Register and eGRC input
3. Assisting in BCP compilation and updates
4. Create Purchase Requisitions for Financial HACT Assurance Activities.
5. Providing and contributing to the Financial HACT trainings
6. Monitor Financial HACT Purchase orders.
7. Ensuring accuracy of invoices received and follow up for settlement.

➤ **Providing Support to Chair of OMT (Operations Management Team) – during 2019/2020**

1. Organizing OMT meeting, preparing agenda, taking minutes, and distributing to meeting participants, in addition to following up on actions required from individuals until closure and within timeframe.
2. Collecting data and information related to OMT
3. Maintaining a database of OMT and BOS focal points and providing support where needed.

B) Adyan (Non-Profit Organisation)

B.1 - December 1, 2012 – April 1, 2016: Office Manager

1. Legal: relations with the Ministry of Interior, Trademark registrations, VHF licensing renewal...
2. Office Assets: maintenance, repairs, insurance where needed...
3. Premises: property deeds, rent contracts, utilities, maintenance, insurances, municipality dues...
4. Admin budget
5. General administration: project codes database, creating policies/ procedures/forms...
6. Information Technology: Backups, maintenance, repairs' follow up...

7. Mailing
8. Procurement: related to either:
 - a. Office in general: office equipment and furniture, fixtures, consumables, relations with service providers and suppliers...
 - b. Projects 'activities: hotel arrangements, airline bookings, correspondence with travelers...
9. Events' Implementation: arrangements for location/décor/AV equipment/logistics/translation needs...

B.2 - December 1, 2011 – November 30, 2012: Project Coordinator

In charge of "One Community Project": all administrative, budget and implementation aspects. This project is comprised of 7 micro-projects, each joining two faith-based organizations to achieve a common goal by implementing a joint community project in their areas of domiciliation.

C) Henry Heald group of companies (Shipping Agents)

C.1 - March 1, 2006 – July 15, 2011: General Manager of Boxer Shipping s.a.l.

September 1, 2006 – July 15, 2011: Shipping Manager of Henry Heald & Co. SAL and Henry Heald Offshore sal

1. Responsible and supervisor for all activities of the shipping business.
2. Checking and supervising all shipping documents issued and received (bills of lading, manifest, vessel stowage plans, cargo declarations...etc.)
3. Informing vessels' charterers/owners/operators of all aspects related to their vessels' calls to the port of Beirut.
4. Answering Principals' inquiries.
5. Arranging and monitoring feeding of cargo.
6. Representing the company towards Port Authorities (Customs, Immigration, Harbour Master...)
7. Attending the meetings of the Lebanese Shipping Agents Syndicate-LSAS.
8. Representing the company abroad (agency meetings, courtesy visits, trainings...etc.)
9. Supervising cargo logistics' reporting.
10. Checking and dispatching vessel' disbursement accounts.
11. Seeking and securing new businesses (Principals)

C.2 - Mid 2002 – August 31, 2006: Deputy Shipping Manager of Henry Heald & Co. SAL

1. Making sure of delivery of cargo against proper documentation, by adhering to Principals' rules and guidelines.
2. Making sure documentation issued is in line with Port authorities' requirements.
3. Liaising with the Marketing Department to apply terms of agreements filed with customers.
4. Maintaining close contacts with vessels and their operators.
5. Supervising cargo operations in a way to serve Principals' interests by ensuring fast turnaround and cost saving elements are followed.
6. Checking invoices of Port authorities
7. Supervising the activities of Henry Heald Syria (Port agents for Henry Heald Offshore s.a.l. in the Syrian territories, mainly communications with vessels, Principals, and disbursement accounts' preparations and settlements).
8. Attending the cruise vessels calling the Syrian ports of Lattakia and Tartous.
9. Sending Pre-arrival information messages to vessels.
10. Calculating landing and loading charges of cargo as per applicable tariffs.
11. Implementing of ISO 9001:2000 in the company

C.3 - June 2001 – July 15, 2011: Member of the ISO steering committee

1. Implementing of ISO 9001:2000 in the company
2. Writing ISO manuals and procedures.
3. Carrying out internal ISO audits
4. Monitoring the smooth functioning of the system
5. Reporting the effectiveness of the system and areas of improvement
6. Upgrading to ISO 9001:2008

C.4 - July 1995 – July 15, 2011: IT Manager

1. Collaborating with our IT service providers for the installation of the Lotus Notes system, both

- mail and Internal Correspondence applications.
- 2. Backing up company data periodically. • Arranging for updates of software and hardware (PCs, laptops, scanners, Operating systems, applications ...)
- 3. Maintaining company's website.

C.5 - July 1995 – Mid 2002: Cashier/Assistant Accountant of Al Markab sal

1. Handling and registration of collections and payments
2. Preparing and registering paid and collected cheques on a daily basis.
3. Passing payment and collections entries.
4. Following up with Principals for disbursement account finalization and settlements.
5. Checking all disbursements related to the Joint Venture and passing relevant accounting entries.
6. Printing and safeguarding legal journals

PROFESSIONAL AND COMPUTER SKILLS

- Languages: English, well written and spoken
French, well written and fairly spoken
Arabic, well written and spoken (native)
- Office applications: WORD, Excel, PowerPoint, Outlook
- Remote working / collaboration tools: Zoom, Microsoft Teams, SharePoint, Skype for Business
- Familiar with SAP (VISION)

PROFESSIONAL TRAININGS /SEMINARS

April 2016 – July 2024: a series of online courses on AGORA portal focusing on UN and UNICEF

July 1995- July 15, 2011: Various Shipping Principals

- Online training course for the VEST system (Hyundai-Glovis Limited, August 2010)
- Online training course for the SAGA system (Wallenius Wilhelmsen Logistics, August 2009)
- BIMCO Masterclass Workshop –AGENCY (Dubai, 2-4 February 2009, passed with Distinction)
- Various training courses for the NICE system (NYK Line offices in London, last one in 2008)
- East Port and Virgil systems (Sea Consortium offices in Dubai – July 2007)
- VAT seminar (Holiday Inn Martinez in Beirut - September 2001)

November 15, 1997 – August 8, 1998: Mira Training Center – Achrafieh

- General Accountant certification

REFERENCES

Available upon request