

# Omar Daw

## Finance Officer

Beirut, Lebanon

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## Professional Experience

### Islamic Relief Lebanon

Beirut, Lebanon

#### Finance Officer

September 2024 – June 2025

- Ensure that accounting records and supporting documentation for all financial transactions are maintained in systematic order, and in safe and secure conditions in the field office and sub-offices.
- Provide Islamic Relief HQ with complete, accurate and timely financial reports in the required formats, including institutional donor reports (where required), for all projects implemented in the field office.
- Maintain accurate and effective financial controls on all transactions incurred by the field office and sub-offices as part of project implementation and other related costs.
- Maintain effective control over cash-in-hand and bank transactions, and ensure that cash-in-hand and bank transactions reconcile with accounting records. Ensure that the field office and sub-office funds are properly managed.
- Provide financial reports to the desk and finance department at Islamic Relief HQ.
- Assist and support the Finance Manager to ensure that field expenditure meets Islamic Relief and institutional donor requirements and remains within the remit of the approved plans and budgets.
- Assist and support the Finance Manager the preparation of budgets for project proposal and the preparation of annual field-office budgets.

### FoodBlessed NGO

Beirut, Lebanon

#### Finance Officer

January 2020 - Present

- Develop and present detailed budget proposals to donors, fostering transparent communication and partnership.
- Revise and enhance finance policies & procedures regularly, optimizing financial management efficiency.
- Organize and maintain a comprehensive archive of financial documents, facilitating easy retrieval and audit readiness.

### BLC Bank

Beirut, Lebanon

#### Credit Analyst for SMEs

October 2017 - August 2019

- Conducted detailed financial analysis of SME loan applications, evaluating creditworthiness and risk assessment.
- Prepared comprehensive credit reports and recommendations for loan approvals or rejections.

### Virgin Megastore

Beirut, Lebanon

#### Sales Associate

March 2014 - September 2016

## Education

### Bachelor of Arts in Banking & Finance

Beirut, Lebanon

Notre Dame University (With Distinction)

June 2017

## Skills

- PwC Digital Heroes Program
- **Soft skills:** Advanced Knowledge of Microsoft Office Suite □
- **Accounting software:** Focus 9.0, Microsoft Dynamics 365

## Personal Interests

- Financial Modeling
- Classical Piano Instructor & Jazz enthusiast
- Participant in Erasmus Plus Youth Programs (Cyprus 2025, Spain 2023, Malta 2022, Tunisia 2021)