



## CONTACT

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## Education

Bachelor of Science in Mathematics  
Lebanese University

## Skills

- Invoice Auditing & Account Reconciliation
- Procurement & Payment Processing
- Financial Documentation & Reporting
- Budget Tracking & Expense Verification
- Banking Procedures & Bank Transfers
- Data Entry & Financial Systems Management
- Donor Compliance & Regulatory Reporting
- Monitoring & Evaluation Support
- MS Excel & Financial Software
- Attention to Detail & Problem Solving
- Effective Communication & Coordination
- Collaboration with Finance & Logistics Teams

# Lara Kerdy

Finance & Auditing Specialist

## PROFILE

Detailed-oriented and analytical finance and auditing professional with strong experience in invoice auditing, financial documentation, and account reconciliation across private sector and NGO projects. Skilled in reviewing financial records, managing procurement and banking procedures, and ensuring compliance with audit and donor standards. Adept at maintaining accuracy and integrity in high-volume environments, with proven ability to coordinate across departments to support sound financial operations and reporting.

## PROFESSIONAL EXPERIENCE

### Document Controller & Financial Coordinator

**Romanian International Company for Wood (Offshore SAL)**

- Managed financial documentation, including contracts, invoices, and shipping-related payments.
- Coordinated with finance to process bank transfers and payment follow-ups.
- Prepared customs and logistics-related payments and supported procurement budget planning.
- Maintained financial reports and compliance documentation.
- Coordinated international shipments, customs, and BL documentation.
- Liaised with suppliers, buyers, and shipping companies.
- Handled insurance claims and follow-up for reimbursements.
- Managed the full document control cycle: purchase orders, invoices, contracts, shipping documents.

### Invoice & Accounts Auditor

**Lebanese International Group Wood SARL / Romanian Lebanese Company for Wood SARL**

- Audited supplier and customer accounts, ensuring accuracy of invoices and proper documentation.
- Managed procurement records, payment receipts, and expense tracking.
- Verified banking transactions and maintained internal logs for audits.
- Handled system data entry for all financial activities and reconciled discrepancies.

### Monitoring & Documentation Officer

**Near East Foundation / Sanabel Nour**

- Verified expenses, supported financial documentation for partner NGOs, and tracked project budgets.
- Managed financial and beneficiary data on Activity-Info, supporting donor reporting.
- Tracked budgets and reconciled accounting records.
- Ensured proper filing and review of financial transaction documents.
- Provided data analysis for financial reporting and internal evaluations.
- Contributed to M&E tools, reporting, and data quality checks.
- Coordinated with field teams and contributed to M&E processes and documentation.

### Business Development Associate & International Marketing

**Global Direct Trading Technologies (DTT)**

- Boosted international engagement for Jeddah FinTech Week (KSA), driving registrations and expanding event reach.