

Mona El Cheikh

 **Home :** Tripoli, Lebanon
 **Email:** mona.alcheikh@hotmail.com  **Phone:** (+961) 70650368
 **LinkedIn:** <https://www.linkedin.com/in/mounacheikh>
Gender: Female **Date of birth:** 21/07/1992

ABOUT ME

Involved in working within a financial accounting team and responsible for preparing, examining and analyzing accounting records and other financial reports. Acquire to attain higher qualifications, definitively I need an advanced business degree in order to fulfill my future goals in business opportunities and offering competitive via the potential of Data.

EDUCATION AND TRAINING

- [01/09/2014 – 15/09/2016]

Master in International Economics and Finance
Lebanese University
City: Tripoli | **Country:** Lebanon | | **Thesis:** Concerning Sovereign wealth fund in European Countries
- [15/09/2011 – 19/09/2014]

Bachelor in Economics Sciences
Lebanese University
City: Tripoli |

WORK EXPERIENCE

- Concern Worldwide**
City: Tripoli | **Country:** Lebanon
- [01/07/2025 – Current]

Finance Officer
 - Prepared monthly management accounts, verified documents, and reviewed payroll for local and international staff.
 - Monitored project budgets, provided analysis, and supported year-end financial processes.
 - Managed cash operations, reconciliations, and advances, ensuring compliance with policies.
 - Maintained MGP system cashbooks and uploaded all entries and payroll on schedule.
 - Assisted with tax reporting and contributed to management team meetings.
 - Supported recruitment, onboarding, and capacity building of direct subordinates.
 - Monitored team performance, ensured workload balance, resolved conflicts, and promoted a positive working culture.

Concern Worldwide
City: Tripoli | **Country:** Lebanon
- [20/07/2023 – 30/06/2025]

Finance Assistant
 - Processing of payment requests and staff advances on a timely basis
 - Ensuring cash book data is accurate for posting to accounting software

- Verification of travel-related expenses and supporting documentation
- Preparation and reconciliation of weekly and month-end cash counts, ensuring correct coding

Solidarités Internationales

City: Tripoli | **Country:** Lebanon

[01/04/2023 – 30/06/2023] **Daily Worker Human Resources**

- Maintained and updated Tracker of Work Hours for employees
- Shortlisted candidates for vacancies based on education and experience
- Filed and scanned important employee documents, including contracts, insurance, and civil records

Safadi Foundation

City: Tripoli | **Country:** Lebanon

[01/09/2021 – 31/05/2023] **Data Officer**

- Reviewed data quality and performed checks to ensure accurate data collection
- Developed and improved monitoring tools to support the team
- Monitored data processes and coordinated with project team to maintain accuracy
- Worked with M&E Chief to manage information change requests

UNICEF/Smart Methodology

City: Beirut | **Country:** Lebanon

[12/07/2021 – 31/10/2021] **Field survey manager**

- Trained in SMART Methodology on field survey leadership, sampling, nutrition assessment, anemia testing, and ENA software planning
- Coordinated movement plans with listers to collect data in Syrian camps across Akkar and Beqaa
- Maintained proactive collaboration and communication with the SMART Technical team

Safadi Foundation

City: Tripoli | **Country:** Lebanon

[01/02/2016 – 12/07/2021] **Accountant**

- Managed accounting projects funded by international donors (MEPI, UNESCO, RDPP) focused on social development and women empowerment
- Coordinated with finance department to maintain project income and expenditure records
- Reported project records to donors and financial status to senior management
- Maintained financial control records for expenditures, allotments, and receipts
- Managed cash and bank transactions, ensuring accurate payment of invoices and staff reimbursements

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B1

French

LISTENING B2 **READING** B2 **WRITING** C1

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

CERTIFICATIONS

[United People Global, 28/08/
2025]

UPG Sustainability Leader

Earned the UPG Sustainability Leadership Certification for demonstrating commitment to global sustainability goals and community impact.

Mode of learning: Online

[Chamber of Commerce
Industry and Agriculture of
Beirut and Mount Lebanon, 22
/06/2023]

YEP MED PORT LOGISTICS INTERNATIONAL TRAINING PROGRAM

- Maritime Sector & Ports
- Customs Services & Organisation
- Shipping Lines & Forwarders
- Supply Chain Management

Mode of learning: Online

[UNV Arab States, 31/08/2025
]

Disseminating "Information Integrity Social Media Campaign" in Lebanon

Mode of learning: Online

[SMART Initiative, 03/11/2021
]

SMART Methodology Survey Manager Training and in conducting a National SMART Survey in Lebanon

Mode of learning: Project based

SKILLS

Excel | Word | Power Point