

Amado MASSOUD

Beirut, Lebanon | +961 70 880 330

E-mail: amadomassoud192@gmail.com

Professional Summary:

Business Administration graduate with a specialization in Banking and Finance and practical experience in accounting, financial reporting, payroll administration, and humanitarian field operations. Experienced in managing financial records, supporting budget-related activities, and collecting and verifying field data. Proficient in Microsoft Office, Orient Accounting Software. Strong organizational, analytical, and communication skills with the ability to work effectively in both office and field environments.

Qualification Summary:

- Business Administration graduate specializing in Banking and Finance.
- Experience in accounting, financial reporting, payroll administration, and humanitarian operations.
- Proficient in Microsoft Office, Orient Accounting Software, Kobo, and ODK.
- Strong analytical, organizational, and communication skills.
- Fluent in Arabic, English, and French.

Professional Experience:

Enumerator

WeWorld, Akkar- Lebanon | September 2025 – June 2026

- Conducted household surveys and field assessments to support humanitarian programs.
- Collected, verified, and managed beneficiary data using Kobo and ODK platforms.
- Ensured compliance with safeguarding principles and data protection standards.
- Received a Certificate of Appreciation for field contributions.

Supervisor

Tadbeer NGO, Andaket- Akkar| March 2025 – September 2025

- Supervised aid distribution activities and monitored project implementation.
- Managed project budgets and supported reporting activities.
- Coordinated community support initiatives, including financial aid, medical assistance, and house power projects.
- Acted as a liaison between the organization and local communities.
- Organized community events and supported local sports initiatives. Perform preventive maintenance checks and corrective interventions to ensure equipment reliability and minimize downtime.

Accountant**Body Factory, Andaket- Akkar| January 2022 – December 2024**

- Managed billing operations and payroll processing.
- Prepared daily, weekly, and monthly financial reports for management.
- Monitored operational expenses (OPEX), capital expenditures (CAPEX), procurement, and maintenance activities.
- Maintained fixed asset records and depreciation schedules.
- Ensured accurate financial documentation and record ke

Volunteer**Civil Defense, Andaket- Akkar| January 2019 – Present**

- Participated in search and rescue activities under the supervision of trained personnel.
- Supported disaster response efforts during emergencies, including fires, accidents, and natural disasters.
- Helped maintain emergency equipment and prepared vehicles and supplies for response operations.
- Coordinated with team members to ensure effective communication and timely response during emergencies.
- Followed safety protocols and operational procedures while serving the community.
- Participated in training sessions and emergency preparedness exercises to strengthen response skills.

Education:

- Bachelor's degree in business administration (Banking & Finance)
Lebanese International University, 2025

Technical Skills & Languages

- Microsoft Office Tools
- Financial Reporting
- Payroll Processing
- Data Entry
- Orient Accounting Software
- Kobo Toolbox
- ODK
- Email Marketing
- Social Media Management
- Fluent in Arabic, English and French