

NADINE AYOUB

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Professional Summary

Dedicated Finance and Accounting professional with over 12 years of extensive experience in financial process management, compliance, and accounting within both nonprofit and for-profit sectors. Certified Non-profit Accountant with a proven track record in managing complex financial operations, streamlining accounting processes, and ensuring adherence to regulatory standards. Highly skilled in using accounting software including Navision, Agresso System, Dolphin Senior, QuickBooks, and eQual ERP System. Adept at preparing detailed financial reports, managing payroll, and conducting audits. Strong analytical and problem-solving abilities complemented by advanced IT skills in MS Office and Excel.

KEY SKILLS

- Financial Management
- Payroll
- HR skills
- Non-profit Accounting
- VAT & IT Returns Filing
- GAAP & IFRS Protocols
- Budgets & Control
- Accounting Software
- Compliance Management
- Management Reporting
- Analytical Skills
- Auditing
- Customer Relations Management
- Training & Development
- Performance Management
- MS microsoft
- Communication Skills

CAREER HIGHLIGHTS

Norges Røde Kors (Norwegian Red Cross)

- ✓ Led process implementation of coding procedure (Agresso Unit4) for invoicing purpose
- ✓ Teamed up with the Regional Finance Manager; facilitated Annual Budget preparation and conduct of interim/annual audit
- ✓ Enhanced all financial templates using Excel macros: Budget, Reports, reconciliations form
- ✓ Planned and executed Financial Training Programs for partner National Societies as and when required
- ✓ Efficiently handled the corporate "Whistle Blower" Policy to alert the HO on identified irregularities
- ✓ Applied finance policies, processes and procedures as per the management directives

PROFESSIONAL WORK EXPERIENCE

Legal Action Worldwide (Navision) Beirut, LEBANON

December 2022 – Present

Finance Coordinator

- Process transactions and manage cash calls, forecasts, and payment recordings.
- Develop annual budgets and ensure compliance with organizational policies and donor regulations.
- Support grant coordination, financial archiving, and donor reporting.

CITRON TRADING LLC (Quickbooks) DUBAI, UAE

July 2021 – June 2022

Finance Manager

- Prepared comprehensive financial reports and ensured regulatory compliance.
- Managed cash flow, accounts, and external audits, identifying cost-saving opportunities.
- Provided strategic financial advice and enhanced financial systems for operational efficiency.

IFRC/NORWEGIAN RED CROSS (Agresso) HAZMIEH, LEBANON

December 2016 – September 2019

Regional Senior Finance Officer - MENA Region

- Oversaw regional financial operations, including cash flow management and financial reporting.
- Improved financial templates and conducted financial training programs for partner National Societies.

ANA AQRA' ASSOCIATION (Focus) BEIRUT, LEBANON

April 2016 – November 2016

Senior Accountant

- Managed daily, monthly, and year-end accounting operations, and payroll processing.
- Reconciled financial documents and utilized QuickBooks for transaction recording.

RAYES & ASSOCIATES Accounting firm (Dolphin system) SIN EL FIL, LEBANON **November 2014 – March 2016**
Semi-senior Accountant- auditor (Dolphin Senior)

- Ensured accuracy in accounting records, prepared revenue projections, and managed VAT/IT returns.

MedSea School BEIRUT, LEBANON **December 2013 – November 2014**
Chief Accountant

- Prepared annual budgets, managed MIS systems, and handled payroll data reports.

ASHBAL AL SAHEL HIGH SCHOOL BEIRUT, LEBANON **February 2010 – November 2014**
Chief Accountant

- Monitored accounting activities, managed budgeting, and communicated financial health to key management.

BADIH & KANTAR ARCHITECTS (DOLPHIN SENIOR) BEIRUT, LEBANON **December 2009 – January 2010**
Accountant & Executive Assistant

- Managed day-to-day accounting and bookkeeping, including invoicing and financial reporting.

Silicon Computer Systems Sarl. (eQual E.R.P.System) BEIRUT, LEBANON **December 2007 – July 2009**
Accountant

- Conducted financial analysis, maintained financial records, and supported payroll management.

EDUCATION

- **Bachelor Business Administration - Accounting**, Beirut Arab University 2009

CERTIFICATIONS & WORKSHOPS

- **VAT in UAE**, Banking & Finance Club December 2021
- **CertIFR**, PWC Academy July 2020
- **Microsoft Outlook & Excel Intermediate Level**, Formatech 2019
- **Certified Non-profit Accounting Professional**, AUB/FMA Institute April 2014
- **Certified Internal Auditor (CIA)**, Morgan Intl. December 2011

LANGUAGES

- Arabic (Fluent)
- English (Fluent)
- French (Fluent)