



Phone: 03 588605

Email: habibaabboud@gmail.com



Financial & Administrative Consultant

A seasoned consultant with 34 years in business analysis and management. I helped numerous businesses and organizations to solve their financial and managerial problems, through consulting based on data analysis.

Main Competencies

1. Provides comprehensive business analysis .
2. Can find out business drivers and necessary key performance indicators to lead the organization out to the safe prosperous and fruitful zone.
3. Uses state-of-the-art business analytics knowledge and techniques, which open the door to evidence-based decisions.
4. Competent in forecasting, budgeting, variance analysis, and precise preventive-corrective actions.
5. Organizational policies writing such as Financial and Procurement policies.
6. Financial Statements Analysis.
7. I am an excellent trainer. Delivered many training seminars for bank employees, university students and NGO staff.

Main capacities

- 1) Counseling Management on miscellaneous issues ranging from Project Proposal-to-donor till Project closing.
- 2) Project Financial Management with special focus of budget development and project spending, including project planning for different management cycles.
- 3) Act as Management advisor on defining and improving : Project Scope, Schedule, Cost, Quality Management, relationship upgrading and advancement with multiple donors.
- 4) Involved in managing operations in compliance to organizational policies and procedures aimed at accomplishing organizational business targets.
- 5) Rendered consultancy defining financial policy, procurement policy and ensured effective resolution of multiple issues.
- 6) Acquainted employees on policies through seminars and conferences.

Previous Professional Assignments

01/1999 – 10/2004	Bank of Beirut, South Lebanon Regional Credit Officer
06/1997 – 12/1998	Banque Libanaise pour le commerce, Saida, Lebanon Credit Officer
03/1996 – 06/1997	Metropolitan Life Insurance Co, Ottawa Canada AUDITOR
04/1992 – 03/1996	Revenue Quebec, Hull Quebec, Canada Tax AUDITOR
09/1989 – 11/1991	International Packaging, Beirut, Verdun Financial and Administrative Coordinator
01/1986 – 09/1989	Banque du Crédit Populaire, Beirut, Lebanon Credit Officer

Academic Credentials

Université Saint Joseph, Huvelin St, Beirut, Lebanon

1986 Master's in Business Administration (Business systems)

1983 BA Business Administration (Licence en gestion des entreprises)

Certifications

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| I. Project Management | I. Financial Management of business plans |
| II. Business Intelligence | II. Budgeting |
| III. Financial Modeling | III. Controlling |
| IV. Quantitative Analysis | IV. Variance analysis and corrective measures proposals |
| V. Financial Appraisal of businesses and reporting | |

Languages

English, French, Arabic

Personal Qualifications

- * Organization and time management
- * Excellent writing and communication skills
- * Strong communication and interpersonal skills
- * Risk assessment ability
- * Negotiation skills
- * Computer literacy (Advanced user of Microsoft Office (Excel, Word, Power point))
- * Commitment to the employer's mission and corporate values
- * High diplomacy and sense of tact

Marital Status: Married, 3 children

Date of Birth : January 2nd, 1962