

Odai Merhi, CPA, DipIFRS Candidate, MBA

Currently in the process of issuing the CPA license

OBJECTIVE

Seeking challenging Accounting, Finance and/or administrative position in a reputable Non-Governmental Organization (NGO), embassy, or institution

PERSONAL INFORMATION

- **Place & Date of Birth:** Tyre, 25 June 1995 - **Marital Status:** Single - **Gender:** Male
- **E-mail:** Odai9911@outlook.com - **Number:** 03475523 - **Linked In:** www.linkedin.com/in/odai-merhi-cpa-dipifrs-candidate-mba-1ba654130 **Fully Vaccinated**

PROFESSIONAL EXPERIENCE & INTERNSHIPS

June 2025

Financial Consultant

GASCF

- Prepared and submitted accurate financial reports in compliance with various donor requirements.
- Reconciled project expenditures against approved budgets and monitored spending to identify variances.
- Delivered training sessions to finance and procurement staff on financial procedures and donor compliance.
- Conducted 3-way match reviews (PO, GRN, and invoice) to ensure accuracy and completeness of transactions.
- Reviewed financial supporting documents for existence, relevance, and completeness before processing.
- Posted transactions in the accounting system with correct coding aligned to donor and project accounts.
- Ensured all transactions and financial practices complied with internal controls and donor regulations.
- Maintained organized and audit-ready documentation; supported internal and external audit processes.
- Coordinated with procurement and logistics teams to validate payment schedules and resolve discrepancies.
- Supported monthly closings, performed bank reconciliations, and contributed to financial analysis and reporting.

March 2023-May 2025

Finance and Accounting Coordinator The International Network for Aid Relief and Assistance

- Responsible for the organization's finance, accounting, operations, human resources, and procurement functions, in close coordination with Country Managers and finance/administration staff
- Provide input during developing and updating all policies and procedures related to finance, cash management, human resources, and procurement
- Consolidate all of the organization's expenses on the accounting system and develop monthly financial reports
- Ensure integrity of accounts and that accounting systems, policies, internal controls and procedures are set up and followed for the collection of accurate, complete and timely financial data
- Prepare budgets, provide financial management advice, and prepare monthly forecasts in coordination with Country Managers
- Collect and examine office bills, and process and reconcile staff cash requests by examining all receipts and ensuring their accuracy
- Review all accounting entries, manage the balances and reconciliation of the bank and cash accounts, and close the books on a month basis
- Prepare donor financial reports in line with donor reporting requirements and ensure timely submission
- Maintain a strong financial archiving system in both hard and electronic forms
- Prepare for the annual audits and compliance reporting
- Oversee preparation of monthly pay slips for all staff in order to ensure the punctuality and accuracy of staff payroll
- Ensure all taxes, e.g. related to salaries and consultant fees are accurately calculated and timely deposited to relevant government institutions
- Maintain office functionality by ensuring that all office equipment is in good condition and adequate quantities of office stationary and supplies are available
- Liaise with service providers regarding office issues (electricity, internet, server, etc.)
- Establish office inventory list and ensure it is updated regularly
- Coordinate logistics for in-country travel and international travel such as hotel lodging, air travel, venues, visa arrangements, etc., as well as logistics related to program activities and fundraising events

June 2022-February 2023

Finance and Administration Officer The International Network for Aid Relief and Assistance

- Serve as the point of contact on the overall office management, administrative and operations matters
- Liaise with service providers regarding office matters (electricity, internet, server, etc.)
- Maintain an updated office inventory list
- Ensure travel authorizations and relevant scopes of work are completed by staff and submitted for approval

- Collect regular office and program bills and submit them for approval to the Finance and Administration Manager, and coordinate payments accordingly
- Provide support in checking and reconciling staff cash requests by examining all receipts and ensuring their accuracy
- Coordinate office petty cash expenditures and assist the Finance and Administration Manager with petty cash reconciliation
- Record all transaction entries on the accounting system
- Producing monthly financial reports and an annual budget
- Developing budgets for grant applications
- Performing bank, cash and supplier reconciliations
- Maintain a strong financial archiving system in both hard and electronic forms
- Work closely with staff on developing their departments monthly financial forecasts and submit to Finance and Administration Manager
- Prepare monthly pay slips for all staff and develop the staff payroll spreadsheet
- Ensure the personnel file for each staff is complete and up to date
- Maintain proper and confidential archiving of HR personnel records
- Provide support during the recruitment process of new staff and consultants
- Provide support with tracking staff contracts and performance review records
- Collect and review time sheets, leave requests and attendance records in accordance with INARA's HR policy; and submit to Finance & Administration Manager for approval
- Serve as the point of contact for all HR matters and/or complaints; in certain cases, escalate any unresolved issues to the Finance & Administration Manager for resolution
- Liaise with contractors about services and/or terms of reference (lawyer, legal accountant/internal auditor, landlord, etc.)
- Prepare service agreements and keep track of their relevant terms and completion
- Coordinate and conduct all procurement procedures ensuring their compliance with INARA's and donor requirements.

January 2017-May 2022 Accounting/Finance Officer Mousawat Organization(Not for Profit)

- Record and document all financial transactions and controlling the accounting database
- Analyze and review projects expenses, and coordinating the implementation of standardized accounting and control policies and procedures
- Follow up on budgets development of each project and review processes in collaboration with projects staff and managers
- Manage and ensure timely payroll for staff and all other due payments
- Oversee procurement transactions in accordance with each project's requirement
- Perform monthly and quarterly bank, suppliers and cash reconciliations and various balance sheet account controls
- Manage the finance activities and schedules to meet financial reporting deadlines
- Prepare financial reports on utilization of grants from external donors as they required
- Perform periodic reviews of partner organizations' financial functions, and support the auditors when requested
- This position includes other related performed tasks in Procurement, Human resources, Operations and Administration as per requirements.

January 2017-December 2018 Administrative Assistant Mousawat Organization(Not for Profit)

- Answer and direct phone calls, reply to email, telephone or face to face enquiries
- Organize and schedule meetings and appointments
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintain computer and manual filing systems
- Take accurate minutes of meetings
- Manage staff appointments and maintain up-to-date employee records

EDUCATION&TRAININGS

October 2019-August 2021 Lebanese International University (LIU)

Masters of Business Administration-Management& Accounting Information Systems

With a GPA>3.50 Graduate Project: The Impact of Communication on organizational performance throughout the COVID 19 Pandemic: The Case of the retail sector.

Sep 2013 - Aug 2016 Lebanese International University (LIU)

Bachelor of Business Administration - Accounting Information Systems

Graduated with Honors with a GPA >3.50 - Listed on the Dean's and the President's Honor Lists 6 times

Trainings and Certifications:

June 2025
Google Prompting Essentials

Coursera, Google

June 2025- Present
Diploma in International Financial Reporting Standards (DipIFRS)

Vertex Learning Solutions

November 2024
Google AI Essentials

Coursera, Google

August 2024-October 2024
Google Project Management Professional Certification

Coursera, Google

August 2024-December 2024
Accounting for Not-for-Profit Organizations

Upper Iowa University

July 2024
Budgeting Essentials and Development

Coursera, Fundação Instituto de Administração

August 2021 -December 2023
Completed Certified Public Accounting (CPA) Course and Exams

Morgan International Institute

Michigan State Board of Public Accountancy:
FAR-Passed AUD-Passed BEC-Passed REG-Passed.

June 2021
Certificate in Prevention of Sexual Exploitation and Use

Kaya-Humanitarian Leadership Academy

LANGUAGES

Arabic: Mother Tongue - **English:** Fluent

COMPUTER SKILLS

Accounting and Payroll Systems: QuickBooks, Impact AIS, My HR, SWAP, NORIA and BEE2 Business Solutions.
Microsoft Office: Windows, Word, Excel, PowerPoint

REFERENCES

Available upon request.