

SOULAF A. DIAB

Montreal, Canada

Mobile: 438-979-1538 soulafdiab@hotmail.com

Ability to motivate and lead a team to achieve organizational goals. A multitasker, and highly organized. In addition to excellent inter-personal, communication and influencing skills.

PROFESSIONAL EXPERIENCES:

CHF International (Sep 2000 - Jan 2011)

Operations Coordinator - Dec 09 till Jan11 (Iraq Program – Contract basis)

Admin/HR Manager - Jul06 till Aug08 (Audit Unit)

Financial/HR Officer - Sep00 till Jun06 (Ameen Program)

Duties: Overseeing all administrative and HR activities, building recruitment plans, developing employee performance plans, maintaining manuals and forms related to HR. Managing Payroll, Insurance, social security and all employees' compensations. Planning, organizing and tracking employees training sessions. Designing and implementing an adequate HRIS to guarantee a successful workflow of the human resources department. Working closely with all departments to ensure that effective communication routes are opened and all parties are up-to-date with the organizational activities. Setting up all relevant Program books and records, maintaining accurate records of all transactions (handle purchases & checks register), processing data received from the participating banks, preparing loan monitoring report, reconciling various program accounts, ensuring that banks meet their reporting requirements to the Program, receiving bank reports and making necessary analysis, overseeing the Program database tracking system, reviewing and analyzing the loan/credit applications, participating in the loan/credit committee meetings on need basis. Authorized Signature for loan disbursement and bank transfers. Providing adequate support to the procurement, logistics, facilities, & security departments.

NORTHWEST INSURANCE (Aug 1998 - Sep 2000)

Position: Assistant Manager

Duties: Handling automobile claims and follow up on all related activities; in addition to carrying out the accounting Movements, In/Out Procedures, JV's and PV's entries, Purchasing, Invoicing, Bank Reconciliation, Financial & stock reports, Transfers, daily cash receipts, Cost Control, CN Advise, Return goods, Consolidations, Insurance Activities.

MARKETING SERVICES S.A.R.L (Sept 1996 - Apr 1998)

Position: Billing Supervisor

Duties: Stock Controller, EDP work, follow up on all sales transactions, Receiving the order forms, Processing invoices, Return goods notes (C/N), Prepare transfers between the warehouses, Stock movements (In/Out), Coordination between the branches, Customers' services, Cost control, Supervising the computer operators' work, preparing all kind of reports for management, Prepare daily, weekly, and monthly sales statistics, Organizing all the documents in appropriate archives.

PHOENICIA TRADING AFRO-ASIA (Sep 1994 - Oct 1995)

Position: Administrative Assistant

Duties: Preparing Bank LCs, letters and faxes, Coordination between the branches, Stock entries, Processing invoices and Credit Notes, etc...

EDUCATION:

University of Liverpool (2018)

Post Graduate Diploma in Human resources management

American University of Beirut (1995)

Beirut – Lebanon

Business Eng & Communication

OTHER SKILLS:

English, Arabic, and French languages, highly computer literate
Microsoft office, Oracle, Fox-pro, Dolphin, Access, Quickbooks,
Internet Explorer, etc...

PERSONAL INFO:

Date of birth: July 1st 1975

Nationality: Lebanese

Gender: Female

Marital Status: Married with three children

REFERENCES:

Available upon request.