

Sarah Mowaffac Olabi

Education

2021 –2023 Master's degree in business administration
from the University of the People

2014 - 2018 Bachelor degree degree in banking and finance
from Beirut Arab University.

Work Experience

2024 Al-Yousser for Urban Upgrade Company

Accountant _ Supplier Service Officer

- * Monitoring the documentary cycle of purchases and payments in detail
- * Prepare accounting entries for entitlements and payments to suppliers
- * Monitoring the supply orders and quantities actually received and remaining quantities.
- * Match suppliers' accounts at the end of each financial period.

2019 - 2021 AL Andalus hospital

Financial Auditor

- * Responsible for auditing the hospital's internal ledger, ensuring no mismatches between the actual invoice and what is recorded in the general ledger.
- * Audited the hospital's financial statements, ensuring no mismatches between the actual invoices and what is recorded in the general ledger.

2018- 2019 Shibly media

Treasurer

- * Handle all incoming and outgoing banking transactions on behalf of the company.
- * Conducts a daily cash inventory
- * Ensure sufficient funds are available to meet ongoing operational requirements.
- * Liaise with designated staff about financial matters.

Internships

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|-------------|----------------------------------|-----------------------------|
| 2025 | Banque Bemo Saudi Fransi | (Customer service & Teller) |
| 2024 | Syria international Islamic bank | (Teller & Customer service) |
| 2018 | Unipharma medical | (Finance section) |
| 2017 | Al Baraka Bank | (Teller & Customer service) |

Workshops

- 2023** Banking Skills
- 2018** Functions of Islamic bank.
- 2018** Banking in traditional banks & supervisory role.
- 2018** Operating risk
- 2018** Operating Budget.
- 2018** Basic management of negotiation.
- 2018** Human resources management.

Volunteering experience

2014 - 2018 Lebanese Red Cross

2016 – 2017 Lamsit Wared charity

Languages

Arabic - Mother tongue

English – very good

Skills

AL Ameen accounting system

Applications: Microsoft Office:

Excel

Access

Word

Outlook

Power Point