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|  | 🞂Daniel Kourjakian  Address: Dbayeh, High Point, Gemini 3-4, 2nd floor  Phone: 00961-78-883489  E-mail:danielkourjakian@gmail.com   |  |  | | --- | --- | |  | Objectives  Seeking a challenging position in a professional organization that offers opportunities where my skills can be employed and developed.  **Personal Information**  Marital status: Single  Nationality: Lebanese  Born: 10 December 1994  Place of Birth: Bourj Hammoud, Lebanon  Education  BBA in Marketing and Advertising AUL Dekwaneh**.** (2016)  1st Year Biology at Lebanese University Fanar. (2013)  Lebanese baccalaureate in Life Science- Providence School (2012)  Experience  Compliance Assistant- Audit Department (December 2015-Present)  Acted International NGO (Sodeco-Beirut)  -Compile and file all project related financial, logistics, administrative and program information in the designated project compliance folder.  -Ensure that all compliance folders are duplicated regularly with any arrival of a new document.  -Follow up of the compliance process at base level by ensuring the regular transfer of the projects compliance documentation in the capital office.  -Ensure the centralization of all compliance folders at the capital office.  -Facilitate the country compliance review and ensure the accurate documentation of costs/expenses allocation within the documentation.  -Ensure that compliance review process has been completed and that the duplicate compliance folder is securely archived.  -Provide timely supplementary quality control of the compliance documentation by checking the accuracy and consistency of the information between related documents and report discrepancies immediately to the department concerned for corrective actions.  -Conduct a monthly market-price survey of the materials/services identified in the current country market basket (frequently procured items/services)  -Tabulate the data gathered against the actual prices paid by ACTED in the transactions incurred during that month.  -Participate in the preparation of a monthly compliance report and submit it to the regional office.  -Facilitate the preparation for country external audits.  -Report updates of the compliance situation for all projects.  Compliance Intern-Audit Department (October 2015 - November 2015)  Acted International NGO (Sodeco-Beirut)  -Provide timely supplementary quality control of the compliance documentation by checking the accuracy and consistency of the information between related documents and report discrepancies immediately to the department concerned for corrective action.  -Compliance review process has been completed and ensured that the duplicate compliance folder is securely archived.  -Filing  Logistics Intern-Logistics Department (March 2015 – June 2015)  Acted International NGO (Sodeco-Beirut) -Prepare order forms and Purchase orders. -Gather quotations, prepare contracts and communicate with suppliers. -Warehouse management. -Filing  Data Entry (October 2012)  Beirut Marathon Association (Hazmiye-Beirut)  -Compile applications and fill all the information on Microsoft Excel.  Skills   * Attention to details * Stress Management * Time Management * Organized * Communication * Team Work * Microsoft office(Word ,Excel , Power Point) * SAGA (Financial program) * Internet Explorer   Certificates Introduction to market analysis (May 2016) (disasterready.org)  Excel Training (Intermediate Level) (May 2016) (Formatech) Fire Fighting Training (May 2016) (Civil Defense)  Internal Audit Training (Apr 2016) (ISO Liban).  Languages  Fluent in Arabic, English, French and Armenian Written/Spoken  **Achievements:**  TOEFL IBT :Score 81/120  TALF: Score A  **Hobbies:** Basketball ,Football, Swimming ,Scuba Diving, Travelling and Acting. | |

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