

Tami Badran

Date of birth: 30/12/2000 | Phone: (+961) 79184575 (Mobile) | Email address: TamyBadran@gmail.com | Address: Zouk Mikhael, Hay Al Mir, Zouk, Lebanon (Home)

Work experience

Accountant | **Adventist Development and Relief Agency (ADRA)** | 01/10/2023 - Current | Sabtiyeh, Lebanon

- Managed project accounting in line with donor guidelines and GAAP.
- Posted and reconciled transactions (FX, bank transfers, cheques) in Sun Plus.
- Prepared payroll, tax and social security calculations, and financial reports.
- Conducted monthly bank reconciliations and monitored budgets.

Business or sector Other service activities

Accountant | **Wise** | 01/10/2022 - 30/09/2023 | Dora, Lebanon

- Managed accounts, receivables, supplier payments, and cash recording.
- Issued receipts and payment vouchers; reconciled daily financial activity

Accounting assistant | **Khalil Spare Parts** | 01/07/2021 - 30/09/2022 | Zouk Mosbeh, Lebanon

- Recorded financial transactions and monitored client credit balances
- Processed vouchers and supplier payments

Education & Training

Bachelor's Degree in Accounting | **Lebanese Canadian University (LCU)** | 01/10/2019 - 31/10/2022 | Aintoura, Lebanon

Level in EQF 6

Master in Finance | **Lebanese Canadian University (LCU)** | 01/11/2022 - Current | Aintoura, Lebanon

Level in EQF 7

Certificate of Completion – Budgeting, Financial Management & Risk Mitigation Strategies for NGOs | Initiative NGOi, American University of Beirut (AUB), Lebanon | 19/05/2025 - 27/05/2025 | Beirut, Lebanon

Language Skills

Mother tongue(s): **Arabic**

	Understanding		Speaking		Writing
	Listening	Reading	Spoken production	Spoken interaction	
English	C2	C2	A2	B1	A2

French	A2	A2	A2	A2	B1
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Skills _____

Scout leader | Microsoft Excel | Microsoft Word | Google Drive