

Mona Ali Badreddine



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OBJECTIVE

Seeking a challenging and rewarding career in a diverse environment where my strong work ethics, education, and expertise can be used to help promote the mission and exceed team goals and to work with a reputable organization in a position where I can develop and utilize my versatile skills and add demanded value.

EDUCATION

(1989– 1992) Master degree in Business Administration at University Saint Joseph (**Lebanon**)

- **Major:** Accounting & Finance
- **Accumulated Grade:** Very Good

WORK EXPERIENCE:

National Taxi LLC (Dubai- UAE)

(October 2017- September 2020)



Job title: Personal Assistant to the HR Manager

Job description:

- Assist with day-to-day operations of the HR functions and duties
- Extensive diary management, procurement of office supplies and liaising with suppliers and processing expenses.
- Support the full employee lifecycle, offer letters, contract, renewals, and associated documentation.
- Provide clerical and administrative support to Human Resources Executives.
- Maintain Employee Files (organize and update employee files, track employee progress, noting promotions, recognitions and policy violations and documenting them accordingly).
- Liaise effectively with internal divisions/departments and external organizations (Advocates, Banks...) on behalf of the management
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Communicate with public services when necessary.
- Properly handle complaints and grievance procedures.
- Compile and update employee records (hard and soft copies).



National Taxi LLC (Dubai- UAE) (July 2013- October 2018)

Job title: Executive Secretary- Finance Department

Job description:

- Report to the CFO and the Operation Managers. Responsible for preparing accurate reports, maintaining accounts payable and managing office operations.
- Administer and monitor the financial system in order to ensure that transactions are maintained in an accurate and timely manner.
- Provide administrative support and perform numerous duties.
- Manage all internal and external communications.
- Act & liaise with individuals from both internal and external organizations.
- Responsible for drafting correspondence, official letters, reports, and other documents.
- Responsible for screening telephone calls, enquiries and requests, in addition to translating all Arabic correspondences received from "The Center for Regulation of Transport by Hire Cars" in Abu Dhabi such as Circulars, Announcements, & Tasks in an appropriately and professionally manner.
- Interface with customers when needed.
- Assistant finance with administrative and financial tasks, including invoicing, budget drafting, issuing purchase orders, and implementing and managing procurement processes.



HMH for Trading & Industrial co. (Beirut- Lebanon)

(August 2008- September 2012)

Job title: Personal Assistant to the General Manager

Job description:

- Responsible for all Financial and management aspects of company's operations, import & export transactions.
- Arrange travel, visas, accommodation and travel with the General Manager to take notes, dictation at meetings and to provide general assistance during presentations.
- Screen phone calls, enquiries and requests, and handling them when appropriate.
- Organize and maintain diaries and make appointments.
- Deal with incoming email, faxes, post, and always corresponding on behalf of the chairman.
- Produce documents, briefing papers, reports and presentations.
- Liaise with clients, suppliers and other staff.
- Attending meetings to open and close business deals on behalf of the Chairman.
- Manage the real estate and insurance departments.

BANK AUDI SAL / AUDI SARADAR GROUP (Beirut- Lebanon)

(March 2005- August 2008)

Job title: Credit Analyst- Trade Finance/ Compliance

Job description:

- Analyze credit data and financial statements.
- Prepare reports that include the degree of risk involved in extending credit or lending money.
- Prepare credit proposals for corporate lending activities, periodical credit reviews and renewal of existing facilities.
- Responsible for recommending enhancements / reductions/ amendments in terms and conditions of existing facilities.
- Review facility offer letters, facility agreements and other facility specific agreements/documents.
- Ensure that accurate and high-quality financial data is provided to internal and external clients on a timely basis.
- Responsible for exploring and pursuing new markets for loan products, analyzing loan requests and preparing written evaluations and recommendations for approvals.
- Evaluate customer records and recommend payment plans based on earnings, savings data, payment history, and purchase activity, as well as coordinating the loan closings, ensuring that documents are properly prepared and executed.
- Responsible for a large, complex and diverse set of import L/Cs, export L/Cs, collection, letters of guarantee.
- Monthly reporting of the Key Performance Indicators for the department.
- Develop, initiate, maintain, and revise policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.
- Provide reports on a regular basis as directed to keep the Corporate Compliance Committee of the Board and senior management informed of the operation and progress of compliance efforts.

Banque Libano-Française (Beirut- Lebanon)

(February 1993- December 2004)

Job title: Assistant Branch Manager

Job description:

- Trade Finance department: Manage the centralized trade finance operations activities, Letters of Credit Guarantees Bills/ TRs.
- Accounts Receivables & Payables: Supervise accounting transactions of payables and receivables.
- Advanced skills in preparation of Financial Statements Ability to prepare monthly, quarterly and annual financial statements in accordance with applicable standards.
- Ensured that the instructions received from banks, customers and beneficiaries were consistent and workable, documentation processes and assisted trade finance clerks in all aspects of documentary credits, advising, amending and checking and paying.

- Cash management and treasury duties.
- Balance cash and advise supervisors of cash position & discrepancies in addition to answering customer inquiries.
- Formulated letters of guarantee, budgeted, trained, controlled, coordinated, motivated all branch employees and ensured efficient service standards.

SKILLS

Computer & other Skills:

- Excellent command of e-mail and internet applications.
- Excellent command of Microsoft Office (Excel, Word, Power Point, Outlook).
- Assertive decision maker with the ability to apply good initiative.
- Outstanding attention to detail with excellent organizational skills.
- Analytical thinker with strong investigation and problem solving.

Language Skills:

- Arabic: Mother tongue
- English: Fluent
- French: Fluent
- German: Beginner Level

COURSES

- Advanced financial statements
- International Business Etiquette
- Empowerment Management Workshop
- Hospitality Training Courses
- Customer Services Development
- Anti-Money Laundering at Abu Dhabi Central Bank
- Anti-Money Laundering Law & Regulations at Emirates Institute analytical thinker with strong investigative and problem-solving skills. for Banking & finance

PERSONAL DATA

Date of Birth: 13/08/1970

Marital Status: Single

Nationality: Lebanese