

HALA MUNEER HARIRI

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Sanaa, Haddah Street Yemen
March 11, 1986

SKILLS

- MS applications
- internet
- AI tools
- Financial Analysis
- Attention to Detail
- Communication Skills
- Problem-Solving
- Work under stress
- Organizational and Time Management

LANGUAGES

- Arabic
- English

HOBBIES

- traveling
- reading, especially books on business, psychology, personal development

EDUCATION

Bachelor Degree in Accounting 2013 - 2017
University of Sciences and Technology, Hodeida

Diploma in Applied Computer Programs 2012 - 2013
Lantek Institute, Hodeida

Diploma in Applied Pharmaceutical 2004 - 2007
Academic Community College, Hodeida

High School 2003 - 2003
Balqees School, Hodeida

EMPLOYMENT

Admin Officer May 2023 - Present
Schools of Modern University – SMSU, Sana'a

- Administrative Support: Provide general administrative support to the schools, including managing correspondence, scheduling meetings, maintaining calendars.
- Communication & Meeting Coordination.
- Storekeeper: Receiving and delivering books and stationery.

Monitoring and evaluation Assistant (advisory) Jul 2024 - Jul 2024
SDF, Al-Jawf, Sana'a

- Field visiting to Al-Jawf - Bart Al-Anan District - Al-Salah District to evaluate and monitor the performance of the researcher, team leader and team supervisor for the field survey process.
- Submitting a final report to the monitoring and evaluation officer.

Accountant (advisory) Jun 2024 - Jun 2024
SDF, Sana'a

- Performing financial and accounting task.
- Submitting a final report to the Nutrition Officer.

Accountant Jun 2022 - Mar 2023
Al-Amal International School – AIS, Sana'a

Hobbies

- traveling
- reading, especially books on business, psychology, personal development

statements on a daily basis.
- Assist in preparing and sending financial reports, action plan and models.

Finance Officer **Jan 2019 - Dec 2021**
Plastic Recycling Factory, Sana'a

- Financial Reporting and Analysis: Prepare and analyze financial reports, including income statements, balance sheets, and cash flow statements.
- Manage the factory's cash flow, including monitoring cash inflows and outflows, forecasting cash needs, and ensuring sufficient liquidity.
- Coordinate with other departments to optimize cash flow and manage working capital effectively.

Finance and Admin Officer **Aug 2015 - May 2018**
Science & Technology University - UST, Hodeida

- Performing administrative and accounting all task.

Finance/Admin Assistant **Aug 2014 - Mar 2015**
AL-Motareeb Company – Brava, Hodeida

- Performing all administrative, accounting and customer service tasks.

Pharmacist Officer **Jan 2008 - Jan 2013**
AL Aziz Company for Pharmaceuticals & Medical Supplies, Hodeida

Courses

Artificial Intelligence	**2024**
Executive Secretariat	**2024**
Professional Marketing The art of customer service and sales management	**2022**
Entrepreneurial apprenticeship	**2021**
Preparing and writing reports for humanitarian projects Training program for working in organizations	**2021**
HR Management Business correspondence	**2021**
Secretarial and office administration Modern business administration	**2021**
English Courses	**2021**
Preparation & Writing Reports Archives	**2018**
Developing Data Systems for Management Financial Reporting of International Organizations	**2018**