

Curriculum Vitae

Mahmoud Abraheem

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About Me

A finance professional with over 8 years of experience in cash management, financial analysis, budgeting, and administrative support. Skilled in working under pressure to meet tight deadlines, with a strong commitment to financial compliance and process optimization. I have a proven track record of delivering accurate financial reports and improving financial systems in various work environments.

Work Experience

Support Services Officer (Finance)

Danish Refugee Council (DRC) – Tripoli, Libya

February 2025 – Present

- Review and process supplier invoices and payments, ensuring compliance with financial regulations and internal policies.
- Maintain an effective filing system for financial documents, ensuring they are complete and organized for inspection.
- Monitor and control cash payments, staff advances, and ensure regular follow-up and strict internal controls over cash management.
- Assist in the preparation of monthly financial reports, including all supporting documentation.
- Provide support for the development of new proposals with financial information for budgeting purposes.
- Assist with recruitment processes, onboarding, and staff performance evaluations in accordance with DRC HR policies.
- Coordinate office supplies, utility payments, and travel arrangements for staff and visitors.
- Support supply chain tasks in the absence of the Supply Chain Specialist, including bid evaluations, asset checks, and fleet management.

Achievements:

- Managed all accounting functions during probation, successfully meeting all objectives within a challenging timeframe.

- Responded actively to emergencies, assisting the organization during tough situations and managing the closure of the entire project.

Finance Officer

Action Against Hunger (ACF) – Tripoli, Libya

May 2024 – Jul 2024

- Managed and justified cash advances, ensuring adherence to cash procedures.
- Prepared and processed payments, checked vouchers, and maintained ledgers.
- Encoded financial transactions in SAGA software, ensuring accuracy.
- Ensured compliance with purchasing procedures and liaised with the logistics department.
- Sorted, filed, and archived financial documents according to ACF procedures.
- Assisted with translation and administrative tasks for international staff as needed.

Achievements:

- Managed to catch up on two months' worth of financial data, including closing entries, data entry, and posting to the General Ledger (GL), all within a very short period.
- Effectively handled project closure processes during ACF's wind-down.

Budget Officer

International Rescue Committee (IRC) – Tripoli, Libya

Oct 2023 – Apr 2024

- Reviewed and analyzed monthly Budget Versus Actual (BVA) reports and advised on spending status.
- Prepared budgets, budget codes, and estimated budgets; updated grant spending plans with budget holders.
- Participated in grant review meetings, presenting spending status and addressing action points.
- Ensured donor compliance by proposing adjustment entries and preparing donor financial reports.
- Provided updates on grant spending status, verified Purchase Requests, and contributed to month-end closure tasks.
- Reviewed sub-award partner reports for compliance and followed up on spending using the BVA system.

Achievements:

- Played a key role in monitoring and analyzing BVA reports, providing insights and recommendations on budget adjustments.
- Contributed to month-end closure tasks, ensuring the financial reports were accurate and complete.

Finance & Administration Assistant / Subgrant Officer

National Democratic Institute (NDI) – Tripoli, Libya

Sep 2021 – Jul 2023

- Assisted local partners in creating proposals and budgets according to USAID requirements.
- Provided necessary support and training to partners to help them meet donor requirements.
- Conducted monthly reviews of partner spending and supporting documentation.
- Ensured expenditures aligned with the estimated budget and spending plan.
- Verified that all expenses were allowable and complied with donor guidelines.

Achievements:

- Successfully guided local partners in developing proposals and budgets that led to high approval rates and improved grant submissions.
- Conducted thorough reviews of partner spending, improving compliance with donor regulations.

Finance Officer

International Medical Corps (IMC) – Tripoli, Libya

Dec 2019 – Mar 2021

- Handled cash transactions accurately and maintained records.
- Assisted in clearing operational advances and reconciled them in a timely manner.
- Maintained a daily bank/cash transaction journal and recorded transactions appropriately.
- Assisted with month-end and year-end closing processes.

Achievements:

- Successfully managed cash transactions and reconciliations, ensuring accurate financial reporting.
- Played a key role in the audit process by providing well-prepared documentation.

Finance Manager

Security Side LTD – Tripoli, Libya

Jan 2019 – Nov 2019

- Managed cash flow and optimized its usage for daily operations.
- Handled cash deposits, transactions, and reconciliations.
- Monitored expenses, tracked budgets, and identified cost-saving opportunities.
- Developed a comprehensive financial system tailored to the company's needs.

Achievements:

- Successfully rebuilt the company's accounting system, enhancing operational efficiency.

Finance & Administrative Assistant

Security Side LTD – Tripoli, Libya

Jul 2016 – Dec 2018

- Managed cash deposits and transactions, maintaining accurate records.
- Prepared financial reports and ensured compliance with regulations.
- Supported HR functions and recruitment processes.

Achievements:

- Promoted to Finance Manager within two years due to hard work and dedication.
- Gained foundational skills in accounting and advanced to senior roles.

Education

Bachelor's Degree in Accounting

Tripoli University – Tripoli, Libya

2013 – 2017

Languages

Arabic: Native

English: Fluent (oral and written)

Digital Skills

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Accounting Software: Deltek Cost Point, SAGA, SAP, BVA, Quicken, SUN
- Other Systems: Microsoft Dynamics