

Personal Information

- Name : Nabil Abdo Al Baadani
- Date & Place of birth : 1984. Yemen.
- Nationality : Yemeni.
- Marital Status : Married.
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Professional Profile

Professional experience in Financial, Administration Skills & Technique as well as a good Knowledge of & basic accounting Programs. I have excellent communication skills, ability to work in multi-cultural environment and to work under pressure, dynamic, dedicated, innovative, systematic, and disciplined.

RELEVANT EXPERIENCE To Educational

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| ➤ <u>Financial Operation Officer</u> | <u>Save The Children CO Yemen</u> | <u>1st of Jan 2018 till now</u> |
| ➤ <u>Finance Assistant</u> | <u>Save The Children CO Yemen</u> | <u>1st of Aug 2012 – 31st of Dec, 2017</u> |
| ➤ <u>Finance Assistant (Casual)</u> | <u>Save The Children Sweden CO Yemen</u> | <u>13th of Feb, 2011 – 31st of Jul, 2012</u> |
| ➤ <u>Accountant & Sales representative</u> | <u>Badael Motors USD BG product (Saudi Arabia)</u> | <u>26th of Dec 2009 – 15th of Jan, 2011</u> |
| ➤ <u>Accountant & Sales representative</u> | <u>Al-Zahra Stationary - Yemen</u> | <u>January 2007 – October 2008</u> |

Professional Experiences

-  **Save the Children (SCI) Organization**
Save The Children Head office Sana'a – Yemen
- Financial Operation Officer 1st of Jan 2018 till now
- Acting Finance Manager while Manager leave.
 - Acting Finance Coordinator while Coordinator leave.
 - Responsible Trainer for the new SCI finance staff in: -
 - ❖ SCI chart of accounts.
 - ❖ Weekly GLACOS/data posting for all field locations and daily posting for the CO. Ensure GLACOS Checklist is followed.
 - ❖ ERP (Agresso System) - all data uploading, posting, registration, single account reconciliation for balance sheet account, and report enquiries.
 - ❖ ERP (Agresso System) Induction training for Premises Guidance & Process (Field Office Premise Costs Report (FTR01) in Cost Allocation Processes – Review FTR01 – Field Office Premise Costs Report - Allocation Process of Running the Process & Posting the Batch) and how to clear the missing allocation for the Office Premise Costs.
 - ❖ ERP (Agresso System) S2P account payable & payment run and posting, SQL processes, Master file maintenance and cost allocation processes.
 - ❖ ERP (Agresso System) General ledger, account payable, Bank reconciliations, Batch input and bank reconciliation report.
 - ❖ ERP (Agresso System) Logistic (closing P.O).
 - ❖ Prosave system – Payment reviewing and approving.

- ❖ Prosave system report enquiries.
- ❖ Monthly Fleet service charge.
- ❖ Review payment staff severance, severance tracker and matching with system.
- ❖ Staff health insurance (the transaction – monthly charge – single account reconciliation – payment process - additional staff).
- Doing most of the tasks that I am giving a training on them.
- Supporting the Finance team for Head office and all Field offices.
- Preparing and recording Bank report, Cash report, Advance tracker, Accrual tracker, prepayment tracker, and closing monthly (Bank reconciliation)
- Review outstanding items under intercountry account that need to be recoded to expenditure accounts.
- Charge and prepare the GLACOS of amortizations and prepayments in monthly biases with following up the tracker for Fuel & Diesel.
- Follow up Balance sheet account on the system for evaluation exchange rate and single account reconciliation.
- Participate on any tender committee.
- Support Audit & Partners Officer to find some transactions on the system.
- Support and provide any report requested by other departments.
- Support in reviewing CO & center payments when needed.
- Prepare the GLACOS for Depreciation for SCI vehicles & generators and update tracker for the monthly charge.
- Data Quality Check – Accounts, Cost Centre, and project codes etc, Data Quality check – Shared SoF detailed checking.
- Do re- class for any transaction from field.
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- Prepare the GLACOS for FX most of Balance Sheet for accounts for CO and single them on the system.
- Support other departments about Inquire transaction or any Codes.
- Participate in End-year stock check.
- Check NAF posting and do the necessary adjustments if any, also investigate the reason of NAF posting for instance missing CAM DEA DRC mapping.

➤ ■ Finance Assistant Save The Children CO Yemen 1st of Aug, 2012 – 31st of Dec, 2017

- KEY AREAS OF ACCOUNTABILITY:
- Maintaining complete books of accounts, as per SCI-Y CO Finance Manual.
- Make sure to disbursement of bank payments in line with valid Scheme of Delegation, SCI-Y Donors compliance requirements, In-country law and any other official regulatory authority.
- Do CO bank reconciliations manually & for all FOs on Agresso system.
- Work in single account reconciliation on Agresso system.
- Responsible for rental tracker and a update it on Agresso system.
- Prepare all cheques and receipts stock and processing to print the new.
- Work with CO Finance team during Internal & external audit, donor specific audit, any authorized third-party review of financial records.
- Ensure that all bank payments been made only for authorized transactions.
- Ensure that all cash & bank payments vouchers are recorded into books on daily basis.
- Ensure that Areas Office / Field Office / Country Office cash reconciliations are done on regularly basis.
- Upload MFR & SCI Bank Reconciliations on share folder.
- Providing with weekly report for CO & sub offices bank account balances.
- Assist & and archive CFR on monthly bases.
- Printing all cheque for all payment including some payments come from sub offices.
- Working up in monthly reconciliation of staff International & National salary & operational advances.
- Ensure that petty cash balances are topped up per set standard limits.
- Process the inter-bank transfer to Area Offices & Filed Offices.
- Update CO payment tracker & follow up with Areas Office & Field Offices to Collect bank payment tracker & assist COCO in compilation of weekly consolidated report.
- File all bank payment vouchers and financial documents appropriately and chronologically.

- Ensure that CO / Areas Office / Field office financial data is archived on regularly basis both hard & soft copies.
- Escalate any noted financial risks / fraud activities directly to Finance Director.
- Review the official e-mails on a daily basis, respond to queries from suppliers and colleagues in a timely and appropriate manner, also ensures that any critical issues should be raised with the line manager at the earliest opportunity.
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Language

- Arabic (Mother Tongue).
- English Good (Good commend in writing, reading and speaking).

Academic Qualifications

- ✚ Diploma degree in Finance or Accounting from Abdunasser institute.

Other Qualifications

- ✚ English language courses certificate till level 4 from Yemeni American language institute.
- ✚ Getting The Financial Management Basics Right in Malaysia.
- ✚ SCI CAM training in Djibouti.
- ✚ Finance Project Leads - F2F Training - / Logistical Arrangements in Amman.
- ✚ Financial Manual training.

EXPERIENCE AND SKILLS

Essential

- Previous 12 years financial management experience with good numeracy skills, e.g. to calculate VAT and allocate payments across cost centers.
- Experience of working in a multi-currency environment.
- Knowledge of inter-country postings and cost allocations.
- Ability to work quickly and accurately and attention to detail especially under pressure
- Excellent Micro soft (MS) Excel and analytical skills, ability to work with large amounts of data.
- Good organization and administration skills to ensure that all documentation is filed on a timely basis and is easily accessible
- Excellent communication skills on the phone, face-to-face and in writing to be able to explain processes clearly and resolve queries with suppliers and other colleagues.
- Ability to plan and priorities own work to meet deadlines.
- An energetic, flexible and proactive approach with the ability to work both independently and co-operatively within a team setting and maintain good working relationships
- Ability to work within set guidelines for the payment of invoices/expenses and identify instances when the guidelines are not being followed.
- A proactive approach to resolving any issues that may arise, by assessing their impact and identifying those that need to be passed to the line Manager or next level.
- Commitment to Save the Children values.

Reference

Farann Yessoufou | Save the Children | Finance Director • Finance Save the Children Mali.
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Mohamed Nasreldin | Regional Finance Director Middle East and Eastern Europe – Amman • Finance
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