

MARGUERITTE SALIBA

ADMINISTRATOR

I am an Administrator, I built a strong background in Administration, Logistics, Finance and Human Resources, during my work with different organization and NGOs.



CONTACT ME AT

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WORK EXPERIENCE:

* **Administrator:** Finance, Logistic, Human Resources, Mediator

International NGO Safety Organization – INSO – Syria Program, Beirut, Lebanon April 2016 – September 2021.

* **Administrator & Finance Officer**

ASMAE – Association Soeur Emmanuelle, Lebanon August 2014 – November 2014

* **Finance Officer:**

Care International, Beirut, Lebanon, November 2013 – June 2014

* **Assistant Director:** (Coordinator)

Antonine School ,Klayaa, South Lebanon, September 2011- September 2013

* **Administrator Assistant:** January 2010 - Sept.2011

* **Sales Field Officer:** November 2008 – December 2009

* **Field Assistant in WATSAN assessment:** December 2007 – March 2008

Action Contre La faim – South Lebanon

* **Field Officer:** August 2006 – July 2007

International Orthodox Christian, IOCC.

* **Accountant:** August 1996 – August 1999

Nuclear Medical Laboratory – Beirut – Lebanon

SKILLS SUMMARY

Finance:

- 1- Maintain cashbook, petty cash, and bank account statements
- 2- Preparing monthly budget estimate.

Logistics:

- 1- Manage purchasing, by ensuring procurement process for quotations, tender is followed properly.
- 2- Organize flight booking and track all travel logistics issues.
- 3- Responsible for office maintenance.
- 4- Responsible for creating asset inventory list and follow-up maintenance schedule.
- 5- Ensure all IT equipment is functional properly.

Human Resources:

- 1- Maintain and update employee's files.
- 2- Record staff leaves and vacations.
- 3- Manage all staff associated
- 4- Liaise with the health & travel insurance providers
- 5- Facilitate staff training, mentoring and team appraisal.
- 6- Monitor building capacity.

Mediator:

- 1- Responsible and management all external relations between Companies and Lebanese government.
- 2- Dealing with Ministry of internal and external affairs for registration, Social security, General security office for foreign residency, municipality, lawyer,...

EDUCATIONAL HISTORY

- * March 2018: Training of Trainer-International academy for building capacity
- * February 2011: Training by Benchmark Advisors on Labor Law for Human Resources professionals
- * June 1996: Technical studies – BT3 – in informatics – ELC – Marjeyoun, Lebanon
- * Primary, Complementary, Secondary at College of Soeur des Saints Coeur – Marjeyoun - Lebanon

PERSONAL DATA AND TECHNICAL TRAINER

- * French – English – Arabic.
- * Microsoft Office suite, MS project.
- * Good Communication skills and excellent verbal and social communication.
- * Created PowerPoint presentations of all training materials.
- * Experience of training individuals and making presentations to small groups.