

Zenah Dellov

Finance - HR officer

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 🌐 Turkish-Syrian 📄 Qatari ID-28279202046 📅
 👤 Married

WORK EXPERIENCE

reporting budgeting officer

Onsur

📅 Jan 2022 - Feb 2023

Gaziantep

- Prepare the detailed budget for new proposals, Collaborate with program staff to gather necessary information. Ensure alignment with donor regulations and manage budget revisions, and follow-up for any budget revision and amendment.
- Review budget allocation to ensure expenditures align with designated categories/budget lines, Review project expenses prior to financial report submission to ensure adherence to organization's Manuals and donors' regulations.
- Prepare monthly Budget vs Actual (BVA) analysis for each grant. Organize BVA meetings with relevant stakeholders.
- Maintain a daily oversight of budget control by reviewing grants related financial documents and tracking all financial commitments through the grants tracking system.
- Monitor and assess project expenses before submitting financial reports, ensuring document alignment with donor specifications.
- Develop spending plans and cash flow projections for ongoing grants

finance officer

Ihsan relief and development

📅 Jun 2020 - 2021

Gaziantep

- Follow up on all accounting operations, and conformity with donor/partner/finance requirements.
- Ensure, enforce, and implement donor/partner/institution

financial and accounting policies and procedures

- Follow-up budget in accordance with the outputs of the project in coordination with the direct supervisor
- Creates and submit budget forecasting, budget controlling by tracking budgets
- Continuous communications with Ihsan finance staff
- Continues communications with the donor's finance department
- prepare and submit monthly payments in order to facilitate cashflow forecasting.
- prepare and review, submit the financial reports to the donors which correspond to their templates ex UNICEF, UNHCR, OCHA, MUSLIM AID, SAMS,WHO
- Prepare and submit all the supporting documents related to the financial reports
- Preparing and submitting the bank reconciliation of the installments that we received from the donors
- follow up with the Bank for all updated on a daily basis for installments

finance officer

Maram foundation - Horan

📅 Jan 2017 - 2019

Gaziantep

- Reviewing and auditing invoices, preparing and processing financial statements, preparing and checking bank reconciliations, preparing and checking all documents related to salaries and wages, submitting all the financial reports to the donors coordinating and communicating with the donor to follow up the progress of the project financially, managing petty cash expenses
- Prepare financial payment vouchers for all financial transactions and reports
- Ensure that all transactions comply with the Organization and donor policies and procedures, including ensuring the procurement procedures.
- Review and assist the reconciliation sheets, financial reports, and supporting documents of the partners' projects and for the field offices inside Syria.
- Review and assist with the reconciliation of bank accounts for the donors.
- Following-up partners installments and closing payments and controlling the reports.

- Prepare/assisting the audit files for internal & external auditors and make sure all financial documents are reviewed and available.
- Follow up and Assist in responding to audit inquiries and requests for financial information.
- Attend the opening tenders that related to the projects and preparing the reports of these tenders to logistic departments
- Receive all invoices related to purchases inside Syria and turkey from the accounting department
- Receive notes from the donor and solve them. Close the monthly report
- Oversee the maintenance of financial records, ensuring that records are complete, accurate, and safeguarded and enroll all the expenditure in the accounting software quick books
- Attend the opening tenders that related to the projects and preparing the reports of these tenders to logistic department

HR officer

syriarelief

📅 Feb 2013 - Nov 2016

Antakya - Turkey

- Administering and developing various HR policies and procedures.
- Supervising the implementation of HR policies and procedures.
- Managing, and supervising the day-to-day activity of the HR department, including overseeing the preparation of personnel actions, and maintaining staffing database and records.
- Overseeing the recruitment process (starting from the advertisement until the contracting stage).
- Supervising the HR filing system including (archiving, database, leaves, change of status, and resignation).
- Supervising the payroll and timesheet process for Syria staff
- Preparing the payroll for turkey staff.
- Maintaining organization charts.
- Managing the HR staff and building their capacity.
- Ensuring that the HR team implements HR policies and supports other departments in a timely manner.
- Conducting new-employee orientations for Turkey staff.
- Implementing and developing a performance evaluation system.
- Maintaining and developing the salary scale in coordination with the Senior Management Team.
- Coordinating with the heads of departments and project managers for submitting any proposals.
- Coordinating with the finance department to answer any query from the partner's side related to the HR department.
- Supervising the WP applications in coordination with the liaison coordinator.
- Following up with the lawyer and liaison coordinator for any update on Turkish labor law.
- Participating in administrative staff meetings and attending other meetings and seminars.
- Representing the HR department in front of partners, donors, and auditors.
- Representing the HR department in the Senior Management Team.

Head of the Scientific Research and Postgraduate Studies Department - Executive Secretary of the Scientific Agent at Damascus University

Damascus university

📅 Oct 2006 - 11 2011

Syria

Follow up the process of studying undergraduate students to obtain master's and doctoral degrees
Follow-up and study of scientific research for doctors to obtain the degree of university professor

EDUCATION

Bachelor's degree - Faculty of Commerce and Economics - Department of Business Administration

Syria- Damascus university



PERSONAL SKILLS

MS Office skills	90%	Leadership	90%
Communication	90%	Self-motivation	80%
Decision Making	80%		

LANGUAGES

English	🟡 🟡 🟡 🟡 🟡	Turkish	🟡 🟡 🟡 🟡 🟡
Arabic	🟡 🟡 🟡 🟡 🟡		

COURSES

QuickBooks training

📅 Mar 2019

Participating QuickBooks training

Financail Managment - Gaziantep

📅 2020

Developing Business Partnerships - ANKARA

📅 2022

Taking courses in advanced level excel

📅 2017

Taking courses in Monitoring and Evaluation

📅 2013

MOST PROUD OF

Physical Organization

Creative Thinking, Effectiveness, Productivity

Planning

Analyzing Issues, Decision Making, Project Management, Strategic Planning

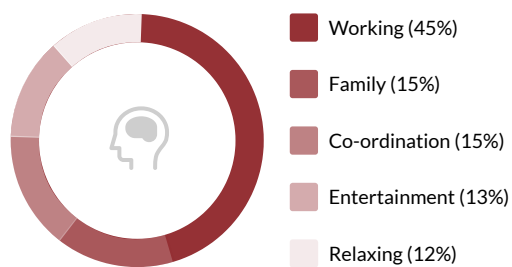
Team Work

Collaboration, Delegation, Goal Setting, Group Leadership

REFERENCES

Available upon request

MY TIME



HOBBIES

Reading

Travelling