



SARA ASSIL

FUND MANAGEMENT

A skilled (Fund Management) with various work experience in Programme, Livelihood & Social Safety Nets.
Proven to develop excellent relationships with my colleagues and managers.

I am a motivated individual who strives to exceed business objectives


PERSONAL INFO


Date of Birth: 08 June 1988


Relationship Status: Married

Visa Status : Residency
(family)

CONTACT DETAILS

 Cell Number:
+971-588375931

 Email Address:
khling.sara.assil@gmail.com

 Address:
JVC –Dubai - UAE

LANGUAGES

English

Arabic

COMPUTER SKILLS


MS Excel

MS Power Point

MS Word

SAP System

EDUCATION

 Intermediate Diploma
Accounting – Stock
2009 market

Technical Institute of Financial and
Banking Sciences – Damascus

TRAININGS

 Customer Service by
2019 Kpl

2020 SAP System - ERP by
WFP HQ – Travel

PERSONAL SKILLS

- Proficient in the use of office equipment, computer software packages and **SAP system – ERP - Fiori**
- Ability to create an advanced updated dashboard for budget and constantly improving the files containing plans and achievements and present information in diagrams easily comprehensible
- I Creative professional with extensive experience from concept to development
- Instrumental in improving and develop the unit's capacity to track budget requirements
- Fast learner about programmatic type of work
- Ability to perform tasks that stretch beyond TOR
- Action-oriented with strong ability to communicate effectively with technology, and executive

Professional Summary

Professional fund manager with over 9 years of experience. Previously developed expertise in managing tax credits, mitigating various risks, and optimizing fund performance. Skilled in these and various other aspects of financial management, including budget projection, investment, financial analysis, and asset management. Previously helmed fund that performed at Al Agha's grew proprietary funds by 17 percent on average within initial investment period and implemented strategies for other staff to replicate results.

WORK EXPERIENCE

Senior Fund Management at United Nations – World Food Programme
FROM Sep.2017 – UP TILL NOW

- Develop strategic solutions to optimally utilize organization's funds and meet the objectives established by executive leadership.
- Monitoring and analyzing financial performance for high management review
- Identify ways to grow the primary fund and protect its security more effectively.
- Monitor and advise on funds utilization, advance financing, repayment, refinancing arrangements, alerting COs to approaching deadlines for unutilized funds, grant expiry dates and extensions, and proposing appropriate solutions;
- Provide budget codes ensuring expenses are aligned with donor agreements, monitor open commitments; manage grants extension, and financial closure
- provide analysis and Consolidate and review budget plans by Developing financial planning & monitoring tools and processes for the effective fund management.

Corporate Financial Manager AL AGHA Co. for Importing & Exporting Textile

FROM Aug. 2012 – Aug. 2017

- Reported to executive management regarding the status and development of the company's financial assets and funds.
- Managed all processes that affected the balances of company funds and oversaw all transactions that took place within company finances.
- Developed strategies for optimization of finances within company and mitigation of any risks that were identified.

CAREER OBJECTIVE

Seeking a challenging position in a professional work environment, where my knowledge & experience can be utilized and developed