



## Behnan Adam

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### ABOUT ME

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Dynamic and rigorous, I am ready to put my enthusiasm at the service of your company. I've worked as a Financial Officer at Media Actie Kuregem Stad vzw for many years and I am characterized by my speed of learning and my taste for a job well done. Contact me in case of opportunity.

### WORK EXPERIENCE

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#### Financial Officer

*Media Actie Kuregem Stad NPO* [ 16/04/2016 – Current ]

Country: Belgium

- General budget management of the nonprofit organization, including preparation and management of wage calculations - Providing information when building the financial files - Complete interim and final reporting - Liaising with funding agencies - Following the financial reports sent by the European partners and ensuring that they're in order - Collaborate with HR and accounting for proper entry of analytical expenses and payroll processing - Managing timelines and agenda for submissions and reports of all grants and interventions - Support to HR and accounting - Supporting the operational teams on financial matters

#### Teller

*Al-jarmakani Exchange Company* [ 01/07/2012 – 15/07/2013 ]

Country: Syria

- Dealing directly with the customers - Handling cash and executing cash transactions - Handling customer transactions and helping with the related inquiries.

#### Leader of first aid squad

*Syrian Arab Red Cross (SARC)* [ 08/2011 – 05/2012 ]

Country: Syria

- Responsible for the safety of the injured person from the scene of the accident until arriving at the hospital - Responsible for the safety of the ambulance team members (Psychological and physical) and all equipments and vehicles - The ability to communicate with all spectrums of the local community within the controls of the international committee of the Red Cross (ICRC) and the national law.

#### Coordinator - Adolescent department in counseling center as psycho-social worker

*Syrian Arab Red Crescent with the collaboration of Danish Red Cross (SARC - DRC)* [ 2011 ]

Country: Syria

- Coordination of the youth team at the counseling center for Iraqi refugees - Responsible for managing the project, including drawing up and monitoring the project budget - Leader of a team of 5 colleagues, guaranteeing effective cooperation and division of tasks - Actively monitor the progress of the project and making adjustments if necessary - Providing clear and timely communication with the director to ensure involvement and transparency.

#### First aid trainer

*Syrian Arab Red Cross (SARC)* [ 2011 ]

### EDUCATION AND TRAINING

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#### Nonviolent communication

*JASPIS* [ 2020 ]

Website: [www.jaspis.be](http://www.jaspis.be)

- Create more connection, harmony and depth in your contacts with others - How to share feelings and how rich our language is to name them - Gain and remain in your strength during challenging situations - how to use assertive communication

### **Basic social legislation sociocultural course (PC 329)**

**SOCIARE** [ 2018 ]

Website: [www.sociare.be](http://www.sociare.be)

- Obligations of the employer - Start and end of the employment contract - Wage, end-of-year bonus - Commuting & mobility - Public holidays and disability - Working hours and flexibility - Part-time work - Holidays - Pregnancy and other suspensions - Casual employees - Training - Work regulations

### **Web developer ( Ruby on Rails)**

**LE WAGON** [ 2016 ]

Website: [www.lewagon.com](http://www.lewagon.com)

### **Participated in\IHL\ International Humanitarian Law**

**Syrian Arab Red Cross (SARC)** [ 2012 ]

### **Participated in Business correspondence course**

[ 2007 ]

### **Course in Accounting programs (AL Ameen , Bazar , AL Edari , Afak)**

[ 2007 ]

### **Degree in Banking & Financial Sciences**

**Faculty of Economics Aleppo University, Syria** [ 2006 ]

Country: Syria

## **LANGUAGE SKILLS**

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Mother tongue(s): **Arabic**

### **Other language(s):**

#### **English**

**LISTENING C1 READING B2 WRITING C1**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

#### **Dutch**

**LISTENING B2 READING B2 WRITING B1**

**SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1**

#### **Aramaic language**

**LISTENING C1 READING B1 WRITING B1**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION C1**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## **DIGITAL SKILLS**

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ICT skills / Microsoft Excel / Microsoft Office / SDWorx / E-Banking - Isabel / EACEA Mobility Tool / platos tijdregistratie / esf vlaanderen / Exact Online / Adobe Photoshop (basic elements) / G-suite (G-mai, G-drive, G-meet) / Ruby on Rails / Beginner HTML/CSS / Corel ( CorelDRAW, Corel VideoStudio ) / hobby woodworking skills

## **DRIVING LICENCE**

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**Driving Licence:** B