Hamza ESSAFI

Administrative and Finance Officer | International NGOs & Social Development

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PROFESSIONAL SUMMARY

Administrative and Finance Officer with 3+ years of experience in international NGOs (Geres, Handicap International). Experienced in budget monitoring, financial reporting, supporting documentation review, accounting closure, procurement and logistics for donor-funded projects. Background in social development and commerce (general accounting), plus 6+ years of community and nonprofit engagement. Detail-oriented, organized and results-driven.

CORE SKILLS

Finance: budget monitoring and control · budget preparation · donor financial reporting · supporting documentation review · variance analysis and reconciliation of discrepancies · accounting closure

Administration & Logistics: office administration · procurement and supplier sourcing · staff mission planning · event logistics · filing and compliance with procedures

Projects: social project coordination · monitoring and evaluation · knowledge-capitalization documents

Tools: Microsoft Office (Excel, Word, PowerPoint, Outlook) · Google Workspace · WordPress · Canva

PROFESSIONAL EXPERIENCE

Administrative and Finance Officer
Geres (international climate-solidarity NGO) — Rabat, Morocco | March 2026 – Present

- Monitor project budgets and prepare internal and donor financial reports.
- Review supporting documents and financial records; identify and resolve discrepancies.
- Manage office administration in line with internal procedures and donor requirements.

Administrative and Finance Assistant
Geres — Rabat, Morocco | September 2024 – March 2026

- Assisted in the preparation of budgets and financial reports.
- Verified financial records and resolved anomalies and discrepancies.
- Supported procurement, logistics and office administration.

Administrative Assistant (fixed-term, full-time)
Handicap International (international NGO) — Agadir, Morocco | November 2021 – October 2022

- Handled administrative tasks and supported project coordination.
- Contributed to the preparation of the base's accounting closure.
- Coordinated the search for and selection of local suppliers.
- Managed logistics for internal and external events and organized staff missions.

Administrative Officer (self-employed, part-time)
Dar Momkin Youth Platform – INDH — Agadir, Morocco | October 2020 – September 2021

- Handled procurement, event organization and service delivery (including photography).

INTERNSHIPS AND EARLY EXPERIENCE

- **Project Assistant (part-time, remote)** — Association Madinati, Larache | Oct – Dec 2023: implementation of the Nocharik project; drafted guides and capitalization documents.
- **Administrative and Sales Assistant (internship)** — Ataya Club Coworking, Agadir | Jan – Mar 2019: customer reception, administrative support, prospecting.
- **E-commerce and Community Manager** — Club Raji Shop, Agadir | Jul – Dec 2018: sales, marketing, social media.
- **Administrative Assistant (internship)** — Sanad Training and Consulting Center, Agadir | Jan – Jun 2018: administrative support, phone reception.

EDUCATION

Specialized Technician Diploma – Social Development Officer (2-year post-secondary)
Institute of Social Development — Rabat | 2022 – 2024

Social project management, social policies, needs assessment, community intervention.

Professional Baccalaureate – Commerce
Lalla Maryam High School & ISTA Taddart — Agadir | 2016 – 2019
General accounting, commercial law, sales techniques, marketing, e-commerce.

CERTIFICATIONS AND ADDITIONAL TRAINING

- Virtual Assistant Program (8 weeks) — ALX Morocco | 2024
- Leadership for Young Leaders — International Academy for Leadership, Gummersbach (Germany) | 2023
- Socio-cultural and Human Development Program (2 years) — Connect Institute / Drosos Foundation, Agadir | 2019 – 2021

VOLUNTEER EXPERIENCE

- **Member, FNF Youth Task Force** — Friedrich Naumann Foundation for Freedom, Rabat | 2023: planning, organization and evaluation of civic and cultural events.
- **Assistant, Organizer and Facilitator** — Association Initiative Qafilaty, Dcheira El Jihadia | 2018 – 2021: implemented and monitored 3 health and well-being awareness projects reaching 500+ people.
- **Organizing Committee Member** — Association Flamant d'Art, Agadir | 2018 – 2020: organization and promotion of cultural events.

LANGUAGES

Arabic: native · French: advanced · English: intermediate · Tamazight: elementary

References available upon request.