

AIRINIE H. AZHAR

INTERNATIONAL NONPROFIT FINANCE & OPERATIONS PROFESSIONAL

Athens, Greece |

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PROFILE

International nonprofit finance and operations professional with 10+ years of experience across humanitarian, public-health, refugee-support and cultural organisations. Hands-on experience across the accounting cycle, including English-language general ledgers, AP/AR, payroll, reconciliations, annual close, cash-flow planning and payment approval, working alongside external accountants responsible for Greek statutory filings. Combines accounting and public-health qualifications with expertise in donor compliance, grant reporting, financial systems and international programme operations.

CORE EXPERTISE

Accounting & Close

GL, AP/AR, payroll & reconciliations

Grants & Compliance

Donor reporting & audit preparation

Planning & Controls

Budgets, cash flow & forecasting

Programme Operations

International and cross-functional delivery

Partnerships

Public, nonprofit & institutional stakeholders

Tools

Advanced Excel, Microsoft 365 & Google Workspace

PROFESSIONAL EXPERIENCE

ArtCinema Greece AMKE — Athens & Hydra, Greece

Operations & Non-Profit Manager | July 2024–Present

- Established and manage the organisation's finance system, maintaining the English-language general ledger, AP/AR, payroll, reconciliations and annual close for an annual budget of approximately EUR 250,000.
- Manage cash flow and approve payments while coordinating with the external accountant responsible for Greek statutory accounts and tax filings.
- Prepare funding proposals, budgets, financial reports and payment requests; verify expenditure eligibility and supporting documentation for public and private funding.
- Manage funding from the Greek Ministry of Culture, EOT, EKKOMED and private patrons, including funds received through Myriad USA and ArtCinema Global.
- Maintain relationships with ministries, municipalities, embassies, cultural institutions, sponsors, NGOs and international partners to support approvals, funding and programme delivery.
- Support ArtCinema Hydra delivery through venue, partner and volunteer coordination, plus travel, accommodation, contracts and schedules for artists and guests.

AMURTEL Greece — Athens, Greece

Finance Manager | January 2024–May 2026

- Established the finance and accounting system and managed an annual budget of approximately EUR 350,000–400,000 across refugee-health and research projects.
- Maintained the English-language general ledger and managed AP/AR, payroll, bank and supplier payments, reconciliations and annual close using Excel, coordinating with the external accountant on Greek statutory requirements.
- Led budgeting, forecasting, cash-flow planning, payment approval and budget-versus-actual reporting across restricted grants.
- Prepared donor budgets, financial reports and payment requests and verified expenditure eligibility and supporting documentation.
- Supported funding from CARE, the Church of Jesus Christ of Latter-day Saints, the Marcia Brady Tucker Foundation, the Intrepid Foundation, ForRefugees, Choose Love and private donors.

- Presented financial information to senior management and trained programme colleagues on budgets, expenditure procedures and donor requirements.

Center for Health Equity, Education & Research — *Boston Medical Center / Boston University*

Associate Director, International Programs | March 2021–December 2023

- Supervised, implemented and monitored international refugee-health and research projects in Greece.
- Coordinated multidisciplinary contributors and partner organisations across academic, nonprofit and community settings.
- Supported programme planning, implementation, monitoring and stakeholder communication.

National Project Coordinator, International | December 2018–March 2021

- Supported financial and administrative coordination of international public-health projects.
- Contributed to programme reporting, data analysis and compliance requirements.
- Coordinated with international academic and NGO partners supporting refugee-health initiatives in Greece.

CHEERing — Center for Health Equity, Education & Research International Group AMKE — *Athens, Greece*

Co-Founder & National Director | March 2019–December 2023

- Co-founded the organisation and established its finance and accounting system from scratch, introducing templates, procedures, controls and documentation standards.
- Managed an annual budget of approximately EUR 350,000, maintaining the general ledger and overseeing AP/AR, payroll, reconciliations, annual close, cash flow and payment approvals.
- Managed restricted grants and donor reporting for the FC Barcelona Foundation, Choose Love, ForRefugees, Erasmus+, the European Solidarity Corps and private donors.
- Managed an approximately EUR 300,000 FC Barcelona Foundation grant, including budgeting, forecasting, compliance documentation and financial reporting.
- Served as the principal finance contact during an external audit process, preparing schedules, transaction samples and supporting documentation.
- Presented financial information to senior management and trained programme colleagues on budgets, expenses and donor requirements.

AMURTEL Greece — *Athens, Greece*

Finance & IT Manager | August 2017–November 2018

- Managed finances for humanitarian programmes supported by international donors.
- Prepared and monitored budgets and supported donor reporting and grant compliance.
- Maintained financial, IT and data-management systems supporting programme delivery and reporting.

EDUCATION & PROFESSIONAL STUDIES

Master of Public Health — University of Nicosia Medical School, Cyprus | 2019–2021

Bachelor of Science in Accounting — University of Hull, United Kingdom | 2003

ACCA Studies — Association of Chartered Certified Accountants | 2006

SELECTED PROFESSIONAL DEVELOPMENT

- Project Management Principles, Practices and Systems — Anglia Ruskin University, 2022
- Safeguarding in the International Aid Sector — The Open University, 2022
- Global Health Governance: Addressing Globalization and Health Inequities — St George's, University of London, 2022
- Teaching English as a Second Language Qualification — British Council, Greece, 2011
- Baby Friendly Training for General Healthcare Personnel — Lactation Education Resources, 2019

SELECTED RESEARCH & PRESENTATIONS

- APHA Annual Meeting, Atlanta, 2023 — Health needs, barriers and perceptions of health interventions among refugees in greater Athens.
- MSF Paediatric Days, 2021 — Abstract and poster on infant-feeding support among refugees in Greece.
- ELACTA Conference, 2020 — Poster on strategies for infant-feeding support during the refugee crisis in Greece.
- APHA Annual Meeting, Philadelphia, 2019 — Presentation on infant feeding among refugee women in greater Athens.
- MAINN Conference, Lancashire, 2019 — Presentation on infant feeding among refugees in greater Athens.

COMMUNITY ENGAGEMENT

Alma Community Centre (2024–Present) | SolidarityNow (2022) | CRIBS International (2022) | METAdrasi (2015–2017)

Volunteer work has included refugee assistance, administration, fundraising, accompaniment of unaccompanied minors and community programmes.

LANGUAGES & ADDITIONAL INFORMATION

Languages: English — Native | Malay — Native | Greek — Fluent | German — Intermediate | Mandarin — Beginner

Additional: Eligible to work in Greece without sponsorship | EU driving licence (B, automatic) | Available for international travel