

ASMA AICHA

Nationality: Lebanese, single

Date of birth: 31/03/1996

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Key Qualifications

Miss. Aicha is a junior accountant who is graduated with BA degree in accounting from the university of Beirut and currently she is continuing a masters in accounting and financial auditing. she had several internships and training through her academic years where she carried out different duties that can be resumed by:

- Handling cash, checks, and card payments and maintaining records of all
- Review all financial materials and procedures in order to spot errors, inefficiencies or instances of misuse
- Collect financial data and analysis trends
- Preparing both weekly and monthly reports and dashboards.
- Conducted audits on time-sheets and maintained records free of errors to coincide with payroll.

Miss. Aicha had accumulated through those years of experience multiple technical and moral skills that can be consist of:

- Provide subject matter technical expertise to delivery team in financial management areas of financial reporting, internal control, and/or financial business systems
- Excellent analytical skills, attention to details, and a high level of initiative
- Strong oral and written communication skills
- Review and consolidate results
- Strong organizational skills
- Ability to work independently with minimal oversight, and collaboratively
- Strong technical accounting skills
- Review draft deliverables prepared by engagement teams and present final results to management
- Manage the submission of deliverables to the client
- Excellent verbal and written communication skills
- Have experience in working with kids and young people
- Experience in help the less fortunate people to start their own small business or help in the renovation of their own business or house.
- Experience in advocate of child protection and child rights.

Educations and Professional Membership

2018 –2021: Master's degree in science accounting and auditing at Beirut Arab University.

2015-2017: Bachelor in Business Administration – Accounting at Beirut Arab University.

Record of Experience and Trainings

- Sep 2019– Present:** **Manager, supervisor and accounting,** *Arcade aluminum company, Tripoli.*
- Preparing accounts and tax returns
 - Monitoring spending and budgets
 - Auditing and analyzing financial performance
 - Financial forecasting and risk analysis
 - Advising on how to reduce costs and increase profits
 - Compiling and presenting financial and budgets reports
 - Compiling and presenting financial and budgets reports
 - Ensure that financial statements and records comply with laws and regulations
 - Keeping account books and systems up to date
- Sep 2017 – Present:** **Accounting on different operations,** *Omar Auto Show company, Tripoli.*
- Collect bills and record them at excel
 - Collect all data about car sales
 - Input daily financial transactions and accounts receivable data to finalize the posting process
 - Make sure accounts receivable/ accounts payable are processed promptly and properly
- Sep 2017 – Present:** **Volunteer, Chabab Fihon Kheir, Tripoli (NGO).**
- Supporting poor Children and people with special needs
 - Help the less fortunate people to start own small business or help in the renovation of their own business or house
 - Advocate of child protection and child rights
 - Working with other volunteer on projects...
 - Motivating others to get involved
 - Providing information to the public...
 - Fundraising and encourage people to donate and help.
- Sep 2016 – Present:** **Teacher and Social Supervisor,** *Private tutor to different grades kids and adult. (schools and universities).*
- Work with students to improve their skills in certain subjects
 - Prepare lessons, and assign and correct homework
 - Prepare and correct testes
 - Evaluate students' progress and discuss the results with students and/or their parents
 - Identify students individual learning needs.
- Sep 2020 –October 2021:** **Experience in data collection by questionnaire during preparation of my master's thesis.**

Sep 2018-Sep 2020: **Accounting, at R.G. Accounting and Auditing Office, Halba.**

- Prepare and examine financial records
- Ensure that financial records are accurate and that taxes are paid properly and on time
- Assess financial operations and work to help ensure that organizations run efficiently
- Paid taxes for firms in social security
- Ensure that financial statements and records comply with laws and regulations
- Keeping account books and systems up to date.

Jul 2017 – Sep 2017: **Trainer, FORSA project, at DPNA North Chapter, Beirut (MERCY CORPS, INTRAJ, UKaid)**

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Jun 2017 – Jul 2017: **Trainer, Raed Merhabi Accounting office, Tripoli**

- Prepare and examine financial records
- Ensure that financial records are accurate and that taxes are paid properly and on time.

Aug 2016 – Sep 2016: **Trainer, Al Zahraa Hospital, Tripoli**

- Prepare and examine financial records
- Ensure that financial records are accurate and that taxes are paid properly and on time
- Collect bills and record them at excel

Hobbies & Interests

Internet surfing, Lab, Music, Swimming

Computer Skills

Software: SAP, Oracle.

Microsoft Office: Word, Excel, PowerPoint.

Languages

- **Arabic:** Native language.
- **English:** Excellent.
- **French:** Excellent.

References: OWNER OF Arcade Aluminum: ABD AL KARIM AICHA – 03813079.

OWNWER OF R.G. Accounting and Auditing Office: RABAB ABD AL RAHMAN- 71311120.