

LINA AZZAM

Certified Internal Auditor (CIA) | MBA – Accounting & Auditing

📍 Aley, Lebanon | ✉️ lina.azzam.1611@gmail.com | ☎️ +961 81 091095
🔗 [LinkedIn: Lina Azzam](#)

PROFESSIONAL SUMMARY

Certified Internal Auditor (CIA) with 10+ years of experience in **accounting, auditing, and financial analysis**. Strong expertise in **financial reporting, tax compliance, internal controls, and process automation**. Currently pursuing a **Diploma in AI and Data Management** to enhance data-driven decision-making, automation, and financial analytics skills. Passionate about leveraging **AI and data insights** to optimize financial operations and risk management.

PROFESSIONAL EXPERIENCE

Chief Accountant

📍 **Alyarz Leisure Club** | Baabda, Lebanon | **Jan 2023 – Present**

- Audit and review **trial balances, financial statements, and tax filings** to ensure accuracy and compliance.
- Maintain **smooth financial operations** by implementing efficient accounting procedures and internal controls.
- Oversee **payroll processing, tax calculations, and CNSS compliance** for employees.
- Supervise the **HR department**, managing employee contracts, onboarding, and compliance with labor laws.
- Perform **financial planning and analysis (FP&A)** to optimize cost control and resource allocation.
- Collaborate with auditors, tax authorities, and regulatory bodies for **statutory compliance and reporting**.
- Work cross-functionally with other departments to conduct **financial and operational studies**, supporting **data-driven decision-making**.

Accountant in Charge

📍 **Al Aman Security** | Aley, Lebanon | **May 2017 – Jan 2023**

- Manage **payroll processing** for over 100 employees, ensuring accuracy and compliance with **Lebanese tax laws**.
- Prepare and audit **trial balances, VAT, and salary tax declarations**, reducing discrepancies.
- Oversee **accounts receivable & payable**, optimizing debt collection and invoicing processes.

- Handle **employee registration in CNSS**, follow up on allowances, and ensure timely monthly payments.
- Negotiate, draft, and amend **contracts with clients**, improving operational efficiency.
- Conduct **financial analysis** to identify cost-saving opportunities and support business growth.
- Implement **internal controls**, reducing costs and minimizing waste across departments.

Accounting Bookkeeper

📌 **Alfa Office for Accounting and Auditing** | Saida, Lebanon | **Dec 2010 – Sep 2016**

- Managed **financial statements, tax compliance, and bookkeeping** for small businesses.
- Gained expertise in **Lebanese tax laws, VAT calculations, and financial reporting**.
- Assisted in preparing **income statements, balance sheets, and tax declarations**.

EDUCATION & CERTIFICATIONS

📌 **Diploma in AI & Data Management for Executives Associates** – Lebanese American University (LAU) | **Present**

📌 **Master of Business Administration (MBA)** – Lebanese International University (LIU) | **2022 – 2023**

📌 **Certified Internal Auditor (CIA)** – Institute of Internal Auditors (IIA), USA | **2022**

📌 **Bachelor's in Business Management – Accounting & Auditing** – Lebanese University | **2005 – 2008**

KEY SKILLS

- **Financial Reporting & Analysis**
- **Internal Auditing & Risk Management**
- **Tax Compliance (VAT, Salary Tax, Income Tax)**
- **Payroll Processing & CNSS Registration**
- **Accounts Receivable & Payable**
- **Contract Management & Financial Negotiations**
- **Microsoft Excel, Word, PowerPoint, Outlook**
- **Accounting Software**
- **Effective Communication** – Clear, concise, and professional communication with colleagues, clients, and stakeholders.
- **Team Collaboration** – Proven ability to work within cross-functional teams to achieve shared goals and drive business success.

LANGUAGES

- **Arabic:** Native
- **English:** IELTS Level 7
- **French:** A2 (In Progress)