

RAWANE IBRAHIM
rawane.ibrahim@lau.edu
+96171317080 - Beirut, Lebanon

EDUCATION:

Lebanese American University (LAU) - Beirut - Lebanon - *Distinction List* *Sept. 2014 - May 2017*

- Bachelor of Business - Accounting emphasis - Major GPA: 3.76/4
- Minor in Computer Science

Certificate of completion: Internal Auditing Education Partnership program at LAU (Adnan Kassar School of Business - AKSOB)

EXPERIENCE:

KPMG – Audit Associate – Downtown, Lebanon *Nov. 2017 – Present*

- Provide audit services to public multinational companies, private companies, and non-for-profit companies in consumer and industrial industry, financial services, and healthcare services
- Plan and execute operational audits of various business areas using risk-based audit methodology
- Perform walkthroughs of processes to test organizational internal controls
- Perform planning procedures over control and substantive test of transactions
- Perform analytical review of audit documents
- Review client accounting and operating procedures and systems of internal control
- Identify accounting and auditing issues; perform research to solve issues that arise
- Prepare financial statement reports and documentation supporting KPMG's audit opinions
- Provide recommendations for improved controls and enhanced business efficiency
- Plan and manage engagements and people along with ensuring deliverables meet work plan specifications and deadlines
- Establish working relationships with client personnel

Mirum – Accountant – Antwork Hamra, Spears, Lebanon *Sept. 2017 - Nov. 2017*

- Perform monthly accounts' reconciliations
- Reconcile, adjust and maintain Balance Sheet accounts such as prepaid expense, petty cash, accounts receivable, payroll related payable, loan and notes receivables, deferred income accounts, etc.
- Compile, enter and post monthly adjusting journal entries
- Assist with closing the books and in producing monthly Profit and Loss statements
- Assist in the preparation audit schedules and work closely with the auditors to ensure the completion of a timely audit
- Assist with Accounts Receivable and Payable workload

Ernst & Young (EY) – Audit Internship – Starco, Lebanon *Dec. 2016 - Jan. 2017*

- Assist in accomplishing tests of controls and substantive tests of transactions
- Responsible of vouching, documenting and linking
- Work on financial statements and trial balances

Quantum Group – Accounting Internship – Ashrafieh, Lebanon *Aug. 2016*

- Responsible to assist the accounting team in the below day to day tasks: Vendor Reconciliations, Filing, Asset Counts, Checks writing

LAU, Dean of Students' Office – Student Assistant – Beirut, Lebanon *Dec. 2014 - May 2017*

- Provide administrative support for the Director of Student Services and the Career Guidance staff including typing, filing, copying, and preparing mailings
- Handle job/internship postings (prepare the announcements, extract mailing lists, and send emails)
- Conduct resume/cover letter critiques and help students with developing their resumes
- Maintain and update the career guidance database
- Participate in planning, organizing and executing career related events (Career & Internship fairs, workshops, presentations, ...)
- Contact employers and collect missing information

LAU, Information Technology Department – IT Help Desk – Beirut, Lebanon

Sept. - Dec. 2014

- Provide assistance to students in any IT problems accessing the system

EXTRACURRICULAR ACTIVITIES:

Lebanese Red Cross - Volunteer - Youth Department - LAU, Beirut

Sept. 2014 – 2016

- Aid refugees through collecting clothes and distribute food
- Organize recreational activities for orphans and gather much needed necessities
- Coordinate awareness campaigns at schools and universities regarding drugs, STDs and personal hygiene through presentations and games in addition to marathon organization
- Member in the social committee and organize social events, games and outings
- Participate in fund raising events and first aid trainings (Certificate)

Accounting Club – Vice President (a previous member for 1 year) – LAU, Beirut

Sept. 2015 – May 2017

- Organize career development workshops covering topics such as body language, and lectures covering relevant topics presented by Executives and guest speakers from Banks and Financial Institutions (Certificate)
- Organize events on campus, such as LAU Got Talent which is one of the biggest events in LAU

Event Organization Club – LAU, Beirut

Sept. 2016 – May 2017

- Organize different kinds of events in order to raise funds by dealing and contacting sponsors to attend these events
- Use of these funds to prepare for one of the most successful events in LAU: Spring Beats

COMPUTER SKILLS: Canvas, Caseware, Maconomy, Microsoft Office - Visio - Java - SQL - C/C++

LANGUAGES: Fluent in English, French & Arabic