

# Tala Khalifeh, CMA, MBA.

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Beirut, Lebanon

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## EXPERIENCE

02/16-Present **Arab Open University**

Beirut, Lebanon

*Academic Instructor, Part-Time*

Financial Accounting & Auditing Theory

11/2017-11/2018 **ATFO SAL**

Beirut, Lebanon

*Accountant*

- Prepared asset, liability, and capital account entries.
- Documented financial transactions by entering account information.
- Recommended financial actions by analyzing accounting options.
- Summarized current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiated financial transactions by auditing documents.
- Maintained accounting controls by preparing and recommending policies and procedures.
- Guided accounting clerical staff by coordinating activities and answering questions.
- Reconciled financial discrepancies by collecting and analyzing account information.
- Maintained financial security by following internal controls.
- Prepared payments by verifying documentation, and requesting disbursements.
- Answered accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepared special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintained professional and technical knowledge by attending educational workshops.
- Accomplished the result by performing the duty.

06/16-11/17 **CEDRUS Bank**

Dora, Lebanon

*Internal Auditor*

- Adopt and employ a risk-based approach in planning and conducting the audit assignment to provide assurance on the adequacy of the departments' and branches' integrated risk management practices, and management control framework.
- Develop audit programs and testing procedures relevant to risk and test objectives.
- Perform compliance tests on policies, procedures and regulations set by either Management or Central Bank of Lebanon.
- Continuously reporting on risks that have been identified and not addressed correctly.

- Ensure through tracking that management implements the agreed control improvements on a timely basis, by performing follow-ups in order to ensure that improvements are adequate, effective and timely.
- Evaluate the efficiency of the controls that departments' and branches' conform to and ensure that all risks are identified.
- Prepare the preliminary audit reports and the draft audit reports and submit it to the Head of Internal Audit Unit.
- Conduct special audit assignments upon the request of the Head of Internal Audit Unit. Assisted the Head of Internal Audit in performing various tasks.

**03/12-12/15 Alpha Management Corporation**

**Boston, USA**

*Staff Accountant*

- Analyzed and reconciled balance sheet and income statement accounts.
- Ensured A/P and critical payments are paid in a timely and accurate manner.
- Audit expenses and invoices submitted by maintenance employees.
- Intercompany due to/from account reconciliations for 18 LLC's in property management software "Buildium" with main operating account in QuickBooks Enterprise edition.
- Assisted Controller with payroll journal entries, credit card reconciliations, and special projects.
- Invoiced Management fees to individual LLC's and reconciled operating account bank statements.
- Prepared schedules for quarterly reviews and year-end audit.

**07/10-02/12 Lebanese American University**

**Beirut, Lebanon**

*Assistant Internal Auditor*

- Prepared and audited the budget for each department at the university
- Coordinated audit activities with external auditors and was responsible for recommending changes in policies or procedures to increase efficiency of operations or to improve safeguards over university assets.
- Evaluated the adequacy and effectiveness of internal controls and performed specific audit procedures by reviewing transactions, documents, records, reports, and policies and procedures for accuracy and effectiveness to assess the university's strategic plan and the quality of the student and faculty bodies.

## **CERTIFICATIONS**

**CMA** - Certified Management Accountant

*Completed-November 2019*

## **EDUCATION**

*09/09-09/11* **Lebanese American University**

**Beirut, Lebanon**

GRADUATE SCHOOL OF BUSINESS

Master of Business Administration (MBA)

GPA:3.6/4.0

*09/06-06/09* **Lebanese American University**

**Beirut, Lebanon**

SCHOOL OF BUSINESS

Bachelor of Science in International Business

Cumulative GPA: 3.8/4.0

## **SKILLS**

Language: Fluent in English, French, Arabic

Computer: Microsoft Word, Excel, Access, PowerPoint, Outlook Express, QuickBooks, JetReports, Navision.