



Laetitia Moussallem

An enthusiastic and self motivated graduate pursuing opportunities in the business world where I will be able to showcase my skills and utilize my business knowledge.

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📍 Hazmieh, Lebanon

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📞 71750170

📅 July 30, 1998

EDUCATION

Bachelor in Business Administration

Saint Joseph University

09/2017 - 07/2020

Lebanese Baccalaureate (Life Sciences)

College Elysee

06/2016

WORK EXPERIENCE

Audit intern

BDO, Semaan Gholam & Co

06/2019 - 07/2019

Achievements/Tasks

- Reviewed client accounting and operating procedures and systems of internal control.
- Testing the operating effectiveness of internal controls and reporting on the results
- Ensuring that financial statement figures match the clients records.
- Understanding the business processes of clients such as sales, purchases, bank payments, reconciliations.

Private tutoring

Primary and Complementary classes

SKILLS

Microsoft Excel

Microsoft PowerPoint

Microsoft Word

Adaptability

Communication

Teamwork

Public speaking

Time Management

CERTIFICATES

Google Analytics for Beginners (10/2020 - 10/2023)

Google : Online Certification

English Proficiency Assessment (10/2019 – 10/2019)

Saint Louis University - Missouri - USA

The Fundamentals of Digital Marketing
(04/2020 - 04/2020)

Google : Online Certification

LANGUAGES

Arabic

Native or Bilingual Proficiency

French

Professional Working Proficiency

English

Professional Working Proficiency

INTERESTS

Reading

Sports

Cooking