

# Aya M. Sijaan

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## EDUCATION

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<b>Saint-Joseph University</b> Bachelor in Business Administration	Beirut, Lebanon	<b>Sep 2016-June 2019</b>
<b>Beirut Baptist School</b> Economic-sociology Lebanese Baccalaureate Completed on June 2016 with Distinction	Beirut, Lebanon	<b>Sep 2001-June 2016</b>

## WORK EXPERIENCE

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### KPMG

*External Audit Associate* **November 2019-Present**

- Attending Client Premises
- Plan effective auditing processes
- Audit financial statements and assess accounts for accuracy and regulatory compliance
- Report systematic errors or fraud indicators
- Find out the problems in accounting and auditing activities and communicate them to the senior associate, manager, or partner.
- Communicate with clients and solve their questions in a timely manner.

### KPMG

*Internship in the Audit Department* **September-October 2019**

- Call Over reports
- Vouched for supporting documents

### Bestseller Retail United MEA S.A.L

**June-July 2018**

*Internship in the Accounting Department*

- Record and post up invoices
- Deal with revenues and expenses accounts

## ACTIVITIES

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### Himaya (NGO)

**March 2018**

- Secretary of the planning committee
- Event organization for Syrian refugees in Zahle
- Responsibilities: Setting objectives, planning logistics, and smooth communication with the NGO

### Advanced Soccer Academy (ASA)

**2014-2015**

### Lebanese School League for mini Football (Futsal)

**2013-2014**

- Gold medal at the tournament organized by the Ministry of Education
- Silver medal at the tournament organized by the Evangelical School

### Social Entrepreneurship seminar

**2017-2018**

*Beirut Digital District*

### Beirut Seven Scouts Group

- I was part of the girls scouts involved in a range of activities

## SKILLS

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**Computer skills:** Access, Excel (Advanced for business analysis), PowerPoint, Word

**Languages:** Fluent in English, Arabic, Basic skills in French

**Soft Skills:** Organized. Team player, Creative, Leadership, communication and cooperation skills

## HOBBIES

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Community Service, nature lover, Football, indoor and outdoor sports

## REFERENCES

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Available upon Request