Tina Kasem

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CAREER OBJECTIVE

Hardworking, detail-oriented, and collaborative accounting graduate, equipped with strong analytical and technological skills, seeking a rewarding entry-level position at a reputed company to utilize my skills and improve my qualifications while contributing to the professional growth of the company.

EDUCATION

Lebanese American University (LAU), Beirut, Lebanon	Sep 2016 – June 2020
Bachelor of Science (BS): Business Studies – Accounting Emphasis |AACSB Accredited	CGPA: 3.48/4.0
Minor in Actuarial Science	Honor List
National Evangelical Institute for Girls and Boys (NEIGB)	Sidon, Lebanon
Lebanese Baccalaureate – General Sciences (GS): Concentration in Mathematics and Physics	Sep 2004 – June 2016

WORK EXPERIENCE, INTERNSHIPS & TRAININGS

Azadea Group – Procurement Intern – Full Time Internship   Beirut, Lebanon
July – Sep 2021
- Inspected and processed purchasing requisitions and reports
- Generated purchase orders for handled requests and quotations
- Compared costs and evaluated the quality and suitability of supplies and materials
- Assisted the procurement manager and the regional supply chain teams in all projects and tasks

SchemaZone – Project Manager – Part Time Remote Internship   Toronto, ON, Canada
Sep – Oct 2020
- Completed a practicum program covering four projects
- Trained to handle all stages of a project lifecycle covering project initiation, planning, project charter, tasks breakdown, resources allocation, team and stakeholder's communication, project scheduling and monitoring, process building, team building, budgeting, and project closure along with delivery

Sainik Trading Company – Accounting Intern – Full Time Internship   Saida, Lebanon
Dec – Jan 2020
- Supported the Accounting staff as they perform their duties
- Assisted with filing, data entry, processing transactions, and maintaining accurate records
- Worked as part of the accounting team to compile, track, and analyse financial records
- Handled sensitive or confidential information with honesty and integrity

EXTRACURRICULAR ACTIVITIES & VOLUNTEERING EXPERIENCE

Abdulla Al Ghurair Foundation for Education – Young Thinkers Program Associate Member	Jan 2021 – Present
Institute of Management Accountants (IMA) – IMA Member & CMA Candidate	Mar 2020 – Present
Independent – Visual Artist (Drawings, Sketches, Portraits) & Hobbyist Graphic Designer	April 2018 – Present
LAU Chess Club and Accounting Club – Student Member	Sep 2019 – May 2020
Caritas Lebanon – Fundraising Volunteer	Mar 2020
National Evangelical Institute for Girls and Boys – Community Development Volunteer	Sep 2013 – May 2016
National Evangelical Institute for Girls and Boys | Spinneys – Sales Volunteer	December 2014

ACHIEVEMENTS, AWARDS & CERTIFICATIONS

Audit and Assurance Academy Virtual Case Experience – PwC Switzerland | Forage	July 2021
Financial Globalization, Capital Flows, and the Global Financial Cycle – Asian Development Bank Institute	July 2021
Data Analytics Consulting Virtual Experience – KPMG Australia | Forage	Aug – Sep 2020
Internal Auditing Education Partnership (IAEP) Certification – Institute of Internal Auditors (IIA)	Jan 2017 – May 2020
CMA Full Scholarship, Student Membership Program – IMA	Mar 2020
Program Diploma in Financial Management – International Business Management Institute (IBMI)	Jan – Feb 2020

SKILLS & COMPETENCIES

- **Soft & Business:** Leadership, Analysis, Problem Solving, Creativity, Teamwork, Innovation, Accuracy, Adaptability, Critical Thinking, Confidentiality, Communication, Integrity, Time Management, Accounting, Research, Procurement
- **Computer & Technical:** Analytics, Microsoft Office (Word, PowerPoint, Excel), Python, Oracle BPM, JDE EnterpriseOne
- **Languages:** Arabic (Native), English (Upper Advanced), Turkish (Intermediate), French (Beginner), German (Beginner)

INTERESTS & HOBBIES

Visual Arts, Graphic Design, Learning, Physical fitness, Chess, Music, Self-development, Criminology, Psychology, Chemistry