

Carla Hage

Audit Associate at WAYVZ Group

A Lebanese/Canadian fresh graduate seeking an opportunity in a well-reputed organization to prove my knowledge about the industry and enhance my skills.



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📍 Beirut, Lebanon

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EDUCATION

Bachelor of Science, Business Administration Lebanese American University

08/2018 - 05/2021

Beirut, Lebanon

Emphasis

- Banking & Finance

WORK EXPERIENCE

Audit Associate Intern WAYVZ Group

12/2021 - 01/2022

Telecommunications startup

Achievements/Tasks

- Executing detailed audit procedures, including reviewing transactions, documents, records, reports and procedures.
- Preparing P&L and Aging reports.
- Executing the accurate and timely processing of numerous invoices per month for worldwide vendors.
- Validating and Importing daily data entry of price rates updates.
- Processing the daily collection with worldwide vendor accountants.

Audit Intern KPMG

09/2021 - 11/2021

Beirut, Lebanon

Achievements/Tasks

- Performing client service orientation.
- Performing analytical review of Audit documents.
- Preparing financial statement reports and documentation.
- Working closely with Audit Senior Management to develop more effective testing strategies using data analytics, or other methods to be in compliance with firm guidance.
- Identifying and communicating accounting and auditing matters to seniors and managers.

Social Media Officer Comma Hub

06/2021 - 08/2021

Beirut, Lebanon

Achievements/Tasks

- Performing a wide range of research in order to find ideas and obtain additional information about the subject by gathering information.
- Developing content by using a various range of techniques such as photography.
- Creating the most adaptable innovative ideas and concepts in order to meet the original request.
- Creating a Pre-planned calendar with events and respective content.
- Submitting to Account Director for discussion.

SKILLS

Negotiation Skills

Public Speaking

Team Leadership

Problem Solving

Multi-tasking

Time Management

PERSONAL PROJECTS

L'Oreal Brand-Storm Competition (03/2020 - 04/2020)

- Lebanese American University

Student Council Elections (10/2020)

- Lebanese American University

VOLUNTEER EXPERIENCE

Leadership Workshop (03/2019 - 06/2019)

Haigazian University

Tutoring services for 8th and 9th grades (10/2018 - 12/2019)

Tutor

Dafa Campaign (08/2020 - 11/2020)

Volunteer

NUSANED (09/2020 - 11/2020)

Volunteer

CERTIFICATES

Dean's Honor list (01/2020)

Lebanese American University

The Fundamentals of Digital Marketing (04/2021)

Google Digital Garage

Google Ads for Beginners (09/2021)

Udemy

LANGUAGES

English

Full Professional Proficiency

Arabic

Full Professional Proficiency

French

Limited Working Proficiency

Russian

Elementary Proficiency