

## Reina Fadi Sleit

---

Paris Street • Beirut • [reinafsleit@outlook.com](mailto:reinafsleit@outlook.com) • 71 297 472

### Education

#### **HAIGAZIAN UNIVERSITY**

Masters Degree, Finance

Beirut, Lebanon  
September 2021-Present

#### **HAIGAZIAN UNIVERSITY**

Bachelor Degree, Finance

Beirut, Lebanon  
September 2017 – May 2021

#### **GREATER BEIRUT EVANGELICAL SCHOOL**

Leb. Bacc. II / Experimental Sciences

May 2021

### Certificates

#### **CFA INSTITUTE LEBANON-HAIGAZIAN UNIVERSITY**

A certification of attendance: CFA Case Competition.

October 2022-February 2023

#### **LEBANESE AMERICAN UNIVERSITY**

A certification of attendance: LAU Case Competition Webinar Series.

March 2021-May 2021

#### **COURSERA- IESE BUSINESS SCHOOL**

A certification in Accounting: Principles of Financial Accounting.

November 2020- February 2021

#### **COURSERA- YALE UNIVERSITY**

A Certification in Financial Markets.

November 2020- February 2021

#### **MAHARAT MIN GOOGLE - HAIGAZIAN UNIVERSITY**

A training Completion Certification in Fundamentals of Digital Marketing.

December 2020

### Experience

#### **HAIGAZIAN UNIVERSITY**

##### **CCE Office Assistant- Center for Continuing Education**

May 2022 – Present

Manages the Student Information System to schedule courses, sections, and register students.

- Issues the financial student related documents (Statement of accounts, receipts, reconciliations, and refunds).
- Prepares official invoices requested by companies and schools.
- Handles information preparation and processes for distribution to schools and companies.
- Handles general complaints reported by students or instructors.
- Coordinates with instructors regarding training schedules.
- Manages the department e-mails and social media and marketing related chores.
- Prepares various types of reports by collecting and summarizing operational data.
- Supervises, evaluates and updates the content of the CCE programs
- Promotes the programs by developing promotional material and disseminating it to the public.
- Communicates about the programs with schools, companies, and other organizations sponsoring teachers and employees in addition to individual participants of the programs.
- Manages the LOGSIS student information system to set up course schedules, register students, and record grades.
- Oversees the preparation of pay memos for instructors and sends them to the accounting department to be processed.

## **Reina Fadi Sleit**

### **DELOITTE AND TOUCHE**

#### **Audit Associate Intern**

Beirut, Lebanon  
August 2021 – October 2021

- Engaged in the audit of different companies with different teams.
- Responsible for performing test of details for different sections under:
  - a. Assets: cash and banks, trade receivables, due from related parties and shareholders, inventories, property, plant and equipment.
  - b. Liabilities: trade payables, accrued expenses, due to shareholders and related parties), equity (capital, legal reserves).
  - c. Revenues and expenses: sales, cost of sales, selling expenses, sales and related charges.
- Connected with clients for follow-up on audit requirements, bank confirmations, and reconciliations as well as related parties and shareholders confirmations.
- Proofreading audited reports.

### **Leadership & Activities**

#### **HAIGAZIAN UNIVERSITY**

##### **Senior assistant- Orientation team**

Beirut, Lebanon  
September 2019 – May 2021

- Group leader
- Food and beverage coordinator
- Supervised the team members
- Executed statistical data
- Proctored orientation exams
- Assisted in planning orientation events
- Contacted students attending the events

#### **HAIGAZIAN UNIVERSITY**

##### **Student assistant -Center for Continuing Education**

Beirut, Lebanon

- Registered students
- Contacted educational institutions to provide Staff offers
- Assisted in paperwork and prepared the paperwork for auditors

### **Skills & Interests**

**Technical:** Microsoft Office Applications, Engagement Management System, LOGSIS Applications Suite.

**Additional:** Verbal and written communication, detail oriented, teamwork, team management.

**Language:** Fluent in Arabic and English.

**Interests:** Diving, Swimming.