

# Ola Salem

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## EDUCATION

### **Lebanese American University (LAU) – Beirut, Lebanon**

Sept 2019– May 2022

BS in Business Studies with emphasis in Accounting; *Cumulative GPA 3.8/4*

Honor Scholarship awarded based on academic achievement

IAEP Certificate- Internal Audit Education Partnership

### **Beirut Annunciation Orthodox College – Beirut, Lebanon**

Sept 2004– June 2019

Lebanese Baccalaureate in Sociology and Economics

Diplôme d'études en langue française (A1, A2, B1)

## EXPERIENCE

### **Audit Internship at Grant Thornton - Beirut, Lebanon**

July 2022– Aug 2022

- Performed journal entry testing while testing the nature, timing, and extent of journal entries in order to recognize the risk of material misstatement due to fraud while recording financial transactions.
- Prepared preliminary analytical reviews in order to gain a better understanding of the business and examine financial performance relative to prior years.
- Examined financial statements, audit report, and other documents related to external audits to ensure accounting entry accuracy and compliance with applicable laws, regulations, policies, and procedures.
- Visited Caritas and Sometal clients whereby I performed vouching by checking the date, amount, authorization, number of the invoice with the accounting entry passed in accounting Software.

### **Audit Internship at KPMG - Beirut, Lebanon**

Jan 2022– Mar 2022

- Performed call-over on financial audit reports and excel data entry
- Collected, calculated and analyzed financial data, compared them with prior periods to analyze company's financial performance and find potential risks
- Assisted in the creation of financial statements and reports, examined company's account
- Visited Lecico and Sibline clients and expanded client relation skills through professional communication with client officials
- Asked for sales and payables from client and tested them

### **Education Department- LAU - Beirut, Lebanon**

Sept 2021– Dec 2021

- Filed and scanned documents
- Assisted professors in data entry including attendance and grading
- Answered phone calls and scheduled appointments for students

### **Continuing Education Program Office-LAU - Beirut, Lebanon**

Sept 2019– Oct 2021

- Provided assistance for the department while checking, monitoring and ordering office supplies
- Helped students during registration period

### **Accounting Internship at Real Estate Company- S-Gestion - Beirut, Lebanon**

July 2021– Aug 2021

- Prepared invoices and expense reports
- Examined general ledgers and past quarterly and annual financial statements, including various brokerage statements, to ensure that financial transactions were accurately recorded
- Filed documents

## EXTRACURRICULAR ACTIVITIES

### **Volunteer – Makhzoumi Foundation – Beirut, Lebanon**

June 2021 – July 2021

- Prepared PowerPoint presentations for the purpose of raising awareness about cardiovascular disease and heart failure

### **Volunteer – The Child and Mother Welfare Society – Beirut, Lebanon**

June 2017 – Aug 2017

- Handled and controlled the children's behavioral issues
- Assisted teachers in setting up group activities

## SKILLS

Computer: Microsoft Office (Excel, Word, PowerPoint)

Languages: Fluent in English and Arabic; proficient in French