

# Elissa T. Nader

**Nationality: Lebanese**

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## Education

<b>CMA Candidate</b>	Beirut, Lebanon	<b>June 2023 Exam</b>
<b>Notre Dame University (NDU)</b>	Zouk Mosbeh	<b>Sept2019-Dec2022</b>
Bachelor in Accounting		
<b>Christian Teaching Institute</b>	Beirut, Lebanon	<b>Sept2004-June2018</b>
Sociology-Economics Strand		

## Work experience

### KPMG Lebanon

Associate Auditor-Assurance Service Line-Beirut, Lebanon **August 2022**

- I conducted financial statements based on professional guidelines, primarily IFRS, for clients in various field; In order to obtain reasonable assurance regarding the completeness and accuracy of the financial records.
- Presented suggestions for business and process improvements after visiting with key client personnel and documenting in narratives the comprehensive grasp of the operational and accounting processes attained.
- Proactively built relationships and effectively communicated with the client to provide superior client service.
- Gathered and managed data pertinent to the engagement and carefully reviewed and analyzed client provided information.
- Participated in a number of physical stock counts to guarantee correct inventory records.
- Made a financial contribution to one's own development as a professional by actively partaking in internal and external networking events and training sessions.

### Internship at Central Bank of Lebanon

**July 2022**

- Rotation in all departments
- Workshops and day-to-day courses

### Internship at Freshqo-Chicken

**Summer2020-Sept2021**

- Assisting with research, filing, and data entry
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.

## ACTIVITIES AND ACHIEVEMENTS

### Tutoring university students

**Spring 2019**

- Accounting 1
- Accounting 2
- Business law

### Attended webinars given by:

- John Maxwell team
- The big four
- Malek Sarieddiene concerning ACCA

### Took part in the accounting and finance club at NDU

**Fall2020-Present**

- Vice President  
Organize meetings/seminars in the absence of the President.  
Makes sure Committee Chairs are well prepared for Committee meetings.
- Public Relations

**spring2019-spring2020**

## SKILLS

**Languages:** Fluent in English, Arabic and French

**Computer skills:** Microsoft Office, Microsoft Excel, Microsoft Word,

**Soft skills:** Self-motivated, Creative, Team player, Multi-tasking, Adaptable

## REFERENCES

Available upon request