

Rawan Traboulsi

Internal Audit

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Summary

Detail-oriented and self-disciplined with over two years of experience in internal auditing, data analysis, and administrative operations. Proven track record in conducting comprehensive audits, assessing risk, and optimizing internal processes to enhance organizational efficiency. Demonstrated expertise in supervising teams, leading cross-functional projects, and implementing strategic initiatives to improve accuracy and compliance. Adept at analyzing complex datasets, generating actionable insights, and delivering clear, data-driven reports to senior leadership. Bilingual communicator with a strong foundation in project planning, problem-solving, and process improvement, capable of adapting to dynamic environments and driving continuous improvements. Passionate about leveraging analytical and leadership skills to contribute to organizational success and operational excellence.

Experience

Junior Internal Audit – 2022 to Present

Al Makassed Philanthropic Islamic Association of Beirut

- Conducted financial and operational audits to ensure compliance with organizational policies and regulatory standards.
- Reviewed and analyzed financial statements and internal controls to identify potential risks and discrepancies.
- Prepared detailed audit reports, summarizing key findings, and provided actionable recommendations to senior management.
- Collaborated with various departments to enhance internal processes and improve overall operational efficiency.
- Assisted in the development and implementation of new auditing procedures and frameworks to align with best practices.
- Evaluated the effectiveness of risk management policies and internal control systems.
- Developed comprehensive audit programs based on risk assessment findings, aligning with organizational priorities and best practices.
- Authored thorough audit reports presenting insights, observations, and actionable recommendations to enhance internal controls and improve risk management.
- Monitored the implementation of audit recommendations and conducted follow-up audits to assess corrective actions.
- Maintained up-to-date knowledge of industry regulations and best practices to ensure audit processes were current and effective.
- Handled sensitive information with discretion, maintaining confidentiality and professionalism at all times.

Data Entry & Analysis – 2021 to 2022

Makhzoumi Foundation, Lebanon

- Performed data entry and maintained accurate records in organizational databases.
- Conducted data analysis to generate reports and provide insights for decision-making.
- Oversaw task management, ensuring that projects were completed efficiently and on schedule.
- Managed and maintained accurate databases by systematically entering, updating, and verifying data, ensuring precision and compliance with organizational standards.

- Trained new team members on data entry protocols, call center procedures, and customer service standards, ensuring consistency and professionalism.
- Managed call center reporting, ensuring timely and accurate data was communicated to relevant stakeholders.
- Planned and coordinated work schedules, prioritizing tasks and optimizing resource allocation to achieve departmental objectives.
- Facilitated communication between departments to streamline workflows and enhance the efficiency of information dissemination.
- Generated comprehensive reports and dashboards to track data accuracy, team performance, and call center activities.
- Maintained an organized filing system for both electronic and paper documents, ensuring secure storage and easy retrieval.

Education

Bachelor's Degree in Business Management

Beirut Arab University, Lebanon

Certifications

- Community Service – 2015 to 2017
- GC LAU MUN – 2016
- Certiport – IC3-GS5 Digital Literacy Certification – 2021
- Communication skills – 2023
- Call of Duty – IIA Awareness Month – 2023

Skills & Expertise

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| • Internal Auditing & Risk Assessment | • Adaptability & flexibility |
| • Data Analysis & Reporting | • Client Relationship Management |
| • Team Leadership & Supervision | • Report Writing & Documentation |
| • Attention to Detail & Accuracy | • Emotional Intelligence |
| • Communication & Interpersonal Skills | • Microsoft Office proficiency |
| • Time Management & Prioritization | • Problem-Solving & Critical Thinking |
| • Conflict Resolution & Negotiation | |

Languages

Arabic: Native | **English:** Fluent | **French:** Fluent