

Marielle Tabet

Tabetmarielle@gmail.com | +96171729768

EDUCATION

Lebanese University Faculty of Business (LU), Beirut, Lebanon October 2018-October 2020
Master's degree in Audit

GPA: 3.9/4.0 – One of top 35% of the students who was exempted from taking the entrance exam for the master

Lebanese University Faculty of Business (LU), Beirut, Lebanon October 2015-October 2018
Bachelor's Degree in Finance

GPA: 3.8/4.0

EXPERIENCE

Sarkis Sakr&Partners GGI , Beirut, Lebanon June 2023-Present

Senior Audit Associate

- Ensured the timely completion of audits
- Planned and reviewed the auditing activities
- Analyzed risks and developed measures to mitigate them
- Collaborated with the auditing team that consists of 60 auditors and reviewed the team's performance
- Supervise and mentor junior auditors and interns.
- Review workpapers prepared by team members.

April 2021-Present

Audit Associate

- Ensured the timely completion of audits
- Planned and reviewed the auditing activities
- Analyzed risks and developed measures to mitigate them
- Collaborated with the auditing team that consists of 60 auditors and reviewed the team's performance

Deloitte, Beirut, Lebanon January 2021-April 2021

Audit Associate

- Audited and analyzed spreadsheet data
- Granted the risk management certificate and IFRS certificate
- Assessed the accuracy and fair presentation of companies' financial reports
- Ensured procedures, policies, legislation and regulations are correctly followed and complied with

La Fiducia Audit, Beirut, Lebanon August 2019-August 2020

Internal Auditor

- Recommended financial actions by analyzing account options
- Completed assets, capital and liabilities account entries by analyzing account information
- Analyzed current financial status by collecting information: preparing balance sheet, profit and loss
- Forecasted the financial situation for the next 3 months in order to assess the ability to meet a certain obligation

Intaj Music Production, Beirut, Lebanon October 2018-April 2019

Junior Accountant

- Posted and processed journal entries to ensure all business transactions are recorded
- Maintained accurate financial records, data entry, filing and assisted with market research

EXTRACURRICULAR ACTIVITIES

Collège Champville Scout, Champville, Lebanon January 2005-July 2015

Member

- Organized trips for the all scout members to different locations in Lebanon
- Visited refugees camps every year to provide families in need with food and maintenance services

Audi LinkedIn Worskshop, Beirut, Lebanon August 2018

Participant

- Acquired the required skills to perfect a LinkedIn profile
- Explored the world of LinkedIn by learning the advantages of expanding connections in the market

PROJECTS

- **Financial Statement analyses of Marly SAL-** analyzed the financial statements to diagnose the weakness and strength of Marly
- **Risk Management analysis for Bank of Beirut(BOB)-** assessed different risks BOB is exposed to and measured the credit risk of the bank and potential default for customers
- **Will-to-Change-** made a survey that assess the will of Lebanese people to adapt for the new changes due to COVID-19 in order to analyze the Lebanese market flexibility

SUMMARY SKILLS

Languages: Arabic (Native), English (Fluent) and French (Fluent)

Computer skills: Microsoft Word, Excel and Powerpoint

Soft skills: Communication skills, Work under Pressure, Analytical skills, Problem Solving, Time Management