

Aya Chreif

CONTACT

Phone: +961 70 001 799
Email: ayachreif22@gmail.com
Linkedin: https://www.linkedin.com/in/aya-chreif-9aab82384?utm_source=share_via&utm_content=profile&utm_medium=member_ios

PROFILE

Finance undergraduate seeking internship opportunities to apply academic knowledge in accounting, auditing, and financial analysis. Detail-oriented with practical exposure to financial reporting processes and strong proficiency in Excel.

WORK EXPERIENCE

Accounting & Auditing Intern/ Jun 2025 – Aug 2025
Office of Ibtissam M. El-Sayed (CPA / Sworn Auditor), Lebanon

- Performed data entry and recorded financial transactions.
- Assisted in audit procedures and review of financial statements.
- Supported preparation of taxation documents and financial declarations.
- Gained exposure to accounting workflows and compliance processes.

EDUCATION

American University of Beirut | 2024–2028
Bachelor of Business Administration (BBA), Concentration in Finance

- GPA: 3.27/4.0

VOLUNTEERING

Volunteer
Academic Year 2024 – 2025 AUB UNICEF Club, Beirut

- Participated in club initiatives supporting children-focused programs.
- Contributed to event organization and outreach activities.

PROJECTS

As the designated project lead, I directed the end-to-end preparation of a comprehensive financial reporting package that included the meticulous construction of a general journal, trial balance, income statement, and balance sheet. Through rigorous data validation and the application of standardized accounting principles, I ensured the accuracy and integrity of all financial outputs, ultimately resulting in an excellent grade for the project’s technical execution and analytical depth.

SKILLS

Technical Skills: • Microsoft Excel • Financial Accounting • Basic Auditing Procedures
• Financial Reporting

LANGUAGES

- Arabic – Native
- English – Fluent
- German – Proficient