

Wael Salem

Personal Information

- * Date of Birth: January 11, 1982
- * Phone Number: +9613250529
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- * Marital Status: Single
- * Nationality: Lebanese
- * Place of Birth: Beirut, Lebanon

Professional Summary

Detail-oriented Internal Auditor with several years of experience in internal audit and controls.

- * Executed and managed internal audit engagements.
- * Conducted financial, operational, and compliance audits, leveraging methodologies to ensure comprehensive auditing practices.
- * Streamlined processes for operational efficiencies, focusing on financial data reconciliation and risk mitigation.
- * Skilled in planning, executing, and reporting internal audit engagements with a keen ability to identify and mitigate risk, and improve operational efficiency.
- * Ensured compliance with company policies and regulatory standards.
- * Committed to delivering measurable results and contributing to the continued success of the organization.

Professional Experience

1) Internal Audit Superintendent

AtlasPort Cargo & Logistics

October 2020 – October 2023 | Istanbul, Turkey

- * Developed and implemented a comprehensive audit program.
- * Reviewed and verified the accuracy of cash and transfer payments to detect anomalies or unauthorized transactions.
- * Conducted unannounced cash fund verifications with the cashiers to reinforce accountability.
- * Audited and validated bank reconciliations to confirm the accuracy of financial records.
- * Checked Value Added Tax (VAT) deductions on supplier payments to ensure compliance with local tax regulations.

2) Internal Audit Supervisor

Middle East Airlines

May 2007 – September 2020 | Beirut, Lebanon

- * Ensured that all business units operate in compliance with established company policies, procedures, and regulatory requirements.
- * Audited cash and cheque disbursements across Head Office, sales offices, and international outstations to verify accuracy and control effectiveness.
- * Reviewed and tracked actual expenditures against approved budgets, flagging discrepancies.

- * Traced onboard sales collections to corresponding bank deposits, verifying completeness and accuracy of revenue reporting.
- * Monitored and analyzed aging reports to track unpaid invoices and support effective debt recovery.
- * Verified that sales revenues were collected, deposited, and accurately reflected in accounting ledgers.
- * Performed physical inventory counts of commercial supplies and in-flight service stores, reconciling the results with system records.
- * Executed audit surveys and operational reviews at international stations to assess compliance, identify risks, and recommend improvements.

3) Outdoor Sales Executive

Emirates Bank

July 2006 – January 2007 | Dubai, United Arab Emirates

- * Focused on selling personal loans, introducing products through distribution of flyers, and engaging direct clients.
- * Managed the end-to-end customer application lifecycle, including opening bank accounts, following up on customer applications, and ensuring timely fund transfers.
- * Reported day-to-day sales activities directly to the Sales Manager.
- * Attended training sessions to develop relevant product knowledge and skill.

Key Achievements

- * Identified and reported audit findings totaling over \$500K, including irregularities in expenditures, operational inefficiencies, revenue leakages, and internal control weaknesses, resulting in corrective actions, improved compliance, and enhanced financial oversight.

Education

- * CIA Training Course – Certificate of Completion – Morgan International Lebanon - May 2011
- * Bachelor of Science in Business Marketing – Lebanese American University (LAU) - September 2004
- * Lebanese Baccalaureate, Experimental Science – Minette Modern School - July 2000

Professional Skills

Technical & Functional Expertise

- * Risk Assessment & Mitigation
- * Internal Controls Evaluation
- * Audit Fieldwork Execution
- * Revenue & Expenditure Analysis
- * Cash & Cheque Disbursement Review
- * Inventory Verification
- * Cash Management & Reconciliation

Technology & Systems

- * ERP Systems: Oracle
- * Productivity Suites: Proficient in Microsoft Office (Word & Excel)

Languages

- * Arabic: Fluent (Native Language)
- * English: Fluent
- * Turkish: Intermediate Level