

Tanya Sakakini

Abu Dhabi, UAE (+971 56 175 7586)

tassakakini@gmail.com

Nationality: American

OBJECTIVE

Seeking to obtain a dynamic and challenging opportunity in a growing fast-paced company, where I can build upon my existing financial skill set, ability to work in diverse teams, and my enthusiastic and initiative interpersonal skills.

WORK EXPERIENCE

PricewaterhouseCoopers (PWC)

Senior Associate, Abu Dhabi, UAE

2018 - Present

Associate, Abu Dhabi, UAE

2015 - 2018

Completed with an audit team the audit procedures of major clients in the UAE in several industries such as banking, oil & gas, construction, procurement and production, hospitals, and hotels. Developed communication skills by engaging with multiple teams and different clients and coaching less experienced members.

- Drafting financial statements and audit opinions within specified deadlines
- Examining company accounts and financial control systems
- Formalizing an audit opinion upon completion of audit tests and findings
- Gaining an understanding of the organization itself, its operations, financial reporting, and known fraud or error
- Performing analytical procedures on high balances, testing documentation supporting account balances and variances, and analyzing and reviewing spreadsheet data.
- Obtained experience in different ERP systems used by clients for preparation of deliverables and IT understanding procedures (Oracle, SAP, QuickBooks, and Microsoft Dynamics).

Movenpick Hotel and Resorts, Beirut, Lebanon

2014

Position Held: Trainee

Assisted experienced professionals by rotating in the different financial departments of the hotel.

- Preparing accounts receivable aging on monthly basis, contacting clients with outstanding balances for payment, entering credit card and cash purchases, receiving and recording payments received from customers
- Preparing accounts payable aging report on a monthly basis and preparing cheques issued to customers
- Shadowing sales associates in contacting suppliers and event preparations.
- Worked with the cost control manager in receiving goods, performing stock counts, and maintaining inventory records in the system.

International Roteract Club, Beirut, Lebanon

2012 - 2014

Member

- Organized a charity concert in AUB to raise money for fighting thalassemia
- Coordinated an event to raise funds to implement water purification systems in schools across Lebanon and another to raise money for the Lebanese army

EDUCATION

American University of Beirut (AUB), Beirut, Lebanon

2012 - 2015

Bachelor in Business Administration with emphasis in finance

Received the Dean's Honor List Award for Spring 2013, Fall 2014, Spring 2014, Fall 2015

GPA: 3.6/4

Rafic Hariri High School (RHHS), Saidia, Lebanon

1998 - 2012

Received the Honor List Award (Academic years 2010, 2011, 2012)

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LEADERSHIP EXPERIENCE

- Tutored students in college level business subjects (AUB)
- Elected class president in high school for two consecutive years (2011 - 2012)
- Head of an organization for student fundraising activities for children in need (RHHS - 2012)
- Participated in the case interview workshop given by Boston Consulting Group (2015)

AWARDS & CERTIFICATES

- Rotaract Youth Leadership Award (RYLA) workshop certificate (Leadership conferences and seminars) - November 2013

SKILLS

- Proficient with Microsoft Office Applications (Word, Excel, PowerPoint)
- Arabic (Native), English (Fluent), French (Beginner)
- Attention to detail, interpersonal skills, and ability to work under pressure

References Available Upon Request