

# Asma Attia



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## EDUCATION

- 2014 - 2016 Master of Science in Islamic Finance, Higher Institute of Theology
- 2010 - 2014 Bachelor of Business Administration (BBA), Major Accounting, Minor Information Technology, Tunis Business School-University of Tunis
- 2009 - 2010 Baccalaureate Diploma in Experimental Sciences, Carthage Byrsa High School

## PROFESSIONAL EXPERIENCE

- July-October 2015 Cost Controller, EMC Group
- Set up the company budget and the budget of each project
  - Assign a cost code for each invoice and classify them on a monthly basis
  - Keep a regular track of all the expenses and calculate the earnings
  - Consolidate the submitted timesheets and calculate the total cost
  - Backstop the Director of Finance and Administration duties in his absence
  - Administrative duties (faxing, preparing administrative fields...)
- November 2014 Intern, Attijari Bank, Carthage Byrsa Agency, Front Office, Software used: Delta
- June 2011 Intern, "Société Tunisienne de Banque", Kram Agency

## OTHER EXPERIENCES

- 2014 – 2015 Independent Sales Consultant at **Oriflame Sweden Cosmetics**
- December 2014 Participant in the 29th edition of the international event **Enterprise Days** organized by "Institut Arabe des Chefs Entreprises" (IACE).
- November 2014 Participant in the Autumn Training program organized by **United Colleges Associations**.
- 2013 - 2014 Ambassador for the 6th edition of the international business game **Ace Manager** in Tunisia.
- April 2013 Intel Certificate of Attendance to **Ideation Camp**, organized by Education for Employment Foundation (EFE) and Tunis Business School.
- March 2012 Participant in the 5th edition of **Ace Manager Competition**, organized by BNP Paribas.

## LANGUAGES

**Arabic:** Native Language                      **French:** Moderate Level  
**English:** Good Level (IELTS band score 6.5/9)

## COMPUTING SKILLS

- Microsoft Word, Microsoft Excel and Microsoft PowerPoint
- Microsoft Dynamics Nav, Zoho Projects, Bizagi Process Modeler
- Statistical Software Packages Minitab and SAS
- Oracle and SQL for database management
- Accounting software: Sage Simply Accounting

## MISCELLANEOUS

- Memberships:** Vice treasurer at "United Colleges Association" (UCA), 2014  
Member in "TBS Alumni Organization Committee"
- Projects:** Feasibility Study for Innovation in the olive oil sector in Tunisia (feasibility study)  
Senior Project about eXtensible Business Reporting Language (XBRL) in Latin and South America
- Interests:** Reading novels, Aerobics, Creation and Decoration