

Emna Trabelsi

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Sousse, Tunisia

Objective

Motivated finance graduate with internship experience in supplier accounting. Interested in applying my strong organizational and reconciliation skills in a structured finance department. Committed to accuracy and continuous improvement.

Professional Experience

Accounting Assistant - Euronova Industries, Sfax

February 2023 - May 2023

- Managed payment request files and verified supporting documentation
- Updated supplier banking details in coordination with the compliance team
- Helped monitor accounts payable ledgers to ensure proper classification of entries
- Participated in weekly team meetings to prioritize payments and follow up on schedules

Finance Intern - UIB (Union Internationale de Banques)

August 2022 - October 2022

- Prepared supplier reconciliation statements under supervision
- Helped resolve payment discrepancies with vendors
- Supported the team with SAP invoice entry tasks

Education

Master's in Accounting and Financial Analysis

Université de Sousse

2022 - Present

Bachelor's in Business Administration

IHEC Carthage

2019 - 2022

Skills

- Supplier Invoice Management
- Payment File Preparation
- French (C1), English (B2)
- SAP (basic use)
- Excel (Pivot Tables, LOOKUP functions)
- Detail-Oriented | Reliable Under Pressure | Communicative

Additional

- Volunteered as Treasurer for ENACTUS Club - budget planning and expense tracking
- Immediate availability