

# SIFA OUI SARRA

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## PERSONAL SKILLS

- Fast learner
- Continuous improvement mentality
- Goal driven
- Strong work ethic

## IT PROFICIENCIES

- Google workplace
- MS office
- Sage
- SAP
- Pgsys
- Massai
- SPSS
- Bizagi Modeler
- Slack
- Paie

## LANGUAGES

- Arabic: Native
- English: Fluent (TOEFL IBT 92/120)
- French: Fluent
- German: Intermediate
- Turkish: Beginner

## VOLUNTEER WORK & CERTIFICATION

- Mini PMP Course (12 PDUs)
- Scrum Fundamentals Certified (SFC™)
- Negotiation Associate (NCN-A™)
- Six Sigma Yellow Belt Professional
- NxL Youth Empowerment Program
- SAP FICO Finance & Controlling training course
- Capacity Building Program in Strategic Planning, Leadership & Power Skills
- GRE overall score: 302
- F+U academy of languages, Heidelberg Germany: Certificate of participation in intensive German course Level A2.1
- Certificate of achievement: Wise leadership culture course
- Certificate of language training and linguistic trip in London
- Enactus ISG Tunis member

## EDUCATION

### Bachelor's Degree in Economics

ISG TUNIS 2017-2020

Major: Economic and financial engineering

### Baccalaureate's Degree

Lycée Taha Hussein 2013-2017

Major: Experimental Sciences

## WORK EXPERIENCE

### STRAM GROUP

*Management Control Assistant* / May 2024 - Present

- Monitored and controlled stock levels, ensuring data accuracy in the management system.
- Led periodic physical inventories, identifying discrepancies and improving stock management.
- Analyzed stock discrepancies and implemented corrective actions to enhance efficiency in stock management.
- Prepared detailed financial reports on stock status, providing actionable insights to senior management.
- Developed and monitored annual budgets and forecasts, ensuring alignment with strategic business objectives.
- Recommended process improvements, contributing to the enhancement of operational efficiency.
- Implemented and maintained internal control procedures, safeguarding company assets and reducing risks.

*Assistant Accountant* / January 2023 - May 2024

- Managed full-cycle accounting, including the preparation of monthly reports for multiple subsidiaries, ensuring timely and accurate financial reporting.
- Led the intra-group invoicing process.
- Collaborated with cross-functional teams to support data-driven financial decision-making.
- Facilitated the successful completion of annual financial and tax audits by preparing essential documentation and working closely with auditors.

**ABM CONSULTING - Junior Accountant** / October 2020 - January 2023

- Managed a diverse portfolio of companies across various sectors.
- Executed general accounting functions, including preparation of journal entries, account analysis, balance sheet reconciliations.
- Processed payroll and calculated contributions and deductions for employees.
- Prepared and filed tax returns and social declarations, reducing filing errors through improved data tracking.
- Assisted in the legal incorporation of new companies.
- Managed and updated legal documentation, including status reports, minutes of AGM & EGM, and share transfer records.

**Galactech Startup - Financial Operations Assistant** / Jan 2020 – Mar 2020

- Created financial pitch decks that supported funding opportunities, improving the startup's investor outreach.
- Conducted research to identify business expansion opportunities.

**Mac Sa Broker – Internal Control Intern** / August 2019 – September 2019

- Assisted in the redesign of internal processes, contributing to the reduction of operational risks.

**Maghreb Insurance – Claims Management Intern** / June 2019 - July 2019

- Assisted with claims management, collected loss data, and tracked financial information.