



Mohamad Kalawoun

Lebanon, Tripoli
28-12-1996

E-mail: mohammedkalawoun@gmail.com
Phone: +96171600824

OBJECTIVE

Bachelor degree in accounting and 2+ years of experience in dealing with account receivable, payable and bookkeeping. Seeking to leverage my technical and professional expertise to learn and grow in the new role of Accountant at your company

WORK EXPERIENCE

City University

Dec 2015 — Jan 2018

Accountant

Managed assets, liability, and capital account entries.

Compiled and analyze account information.

Documented financial transactions and recommend financial action

Smart Accounting

Jun 2015 — Oct 2015

Assistant Accountant

Data entry

Organized office transition from paper invoices to Quickbooks and online invoicing

QUALIFICATIONS

Communication Skills

Computer Skills

Microsoft office Skills (Excel,Powerpoint, Word and Access)

EDUCATION

Accounting of Business Administration

Oct 2015 — Jun 2018

City University

Bachelor degree
in GPA of 2.5

Accounting and Information

Oct 2012 — Jun 2015

Lebanese high Institute of Technology
Technical Baccalaureate (BT3)

LANGUAGES

Arabic (Mother Language)

English (Excellent)

German (Good) taking B1 courses

SOFTWARES

Peachtree (Accounting Software)

Excel

Word

Access

Powerpoint

Daisy (Accounting Program)

REFERENCES

Dr. Adel Mourad

Dean of Business faculty in City University

Contact no. +9616426800