

**Jack Mrad**  
28 June 1994  
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Mansourieh, Lebanon  
**Jackmrاد.jm@gmail.com**

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## Professional Experience

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**Switch Group SARL** Facility Management and contracting  
Junior accountant

Beirut, Lebanon  
Feb. 2017-May. 2018

- Updating accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist in the processing of financial statements.
- Reporting
- Reconcile various bank accounts by compiling and balancing financial information.
- Completes other accounting tasks as needed.

**Switch Group SARL** Facility Management and contracting  
Intern

Beirut, Lebanon  
Aug. 2016-Feb. 2017

- Report on collection activity and accounts receivable status.
- Shadowing and monitoring accounts to identify outstanding debts.

**BankMed** Banking  
Intern

Beirut, Lebanon  
July. 2015-Aug. 2015

- Working of various divisions/departments: Teller Section, CSR, OS, OOS.

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## Education

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**Lebanese university, Faculty of business administration**  
Bachelor degree in Finance

Ashrafieh, Lebanon  
2012 – 2016

**Morgan international**  
Preparing for the CFA Level 1 exam held in June 2019

Beirut (DT), Lebanon  
Since Dec 2018

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## Skills and Qualifications

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- ◇ Native French      ◇ Native Arabic      ◇ Fluent English
- Firm grasp of basic and intermediate accounting and financing principles.
- Proficient in use of ERP, PIMS, Oracle fusion middleware, MS Excel, Word, PowerPoint.

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## Interests

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- ◇ Fitness      ◇ Football      ◇ Reading      ◇ Music
- 2011: Volunteered at the Lebanese Red Cross for 8 months (included courses and training as a Red Cross rescuer).
- 2013: Served in a public health campaign called "An act of love! Another chance of life!" aimed to promote public awareness about organ and tissue donation.

