

AFYOUNI Mohamad

Date of Birth 28 July 1995

Residence Tripoli, Lebanon

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OBJECTIVE I often had the occasion to work in a team, managing projects with my college and volunteering peers, coordinating activities communicating and meeting deadlines. I also had the chance to experience working in a stressful environment during my work, completing operations and connecting with customers and employees.

EDUCATION

09/2015 – 06/2018 **University Saint Joseph** **Ras Maska, Lebanon**
Bachelor Degree in Business Administration
Active member of USJ Secular Club and Donner Sang Compter(DSC)

PROFESSIONAL EXPERIENCE

07/2018 – 05/2019 **Medix Distribution, Junior Accountant** **Zgharta, Lebanon**

- worked on account payables, account receivables, Journal vouchers, and account reconciliation.
- Managing stock and accounting transactions.
- Reporting to the Senior accounting and Financial Manager.
- Documents Archiving.
- Professional communication with customers and suppliers.

07/2017 – 09/2017 **Bassam Safi for Accounting & Auditing, Intern as an Executive Accountant** **Tripoli, Lebanon**

- Assisted in many accounting operations of enterprises that are mostly related to data entry, TVA, bank reconciliation, and employees’ salary.
- Handled pressure and time limits to complete tasks.
- Professional communication with co-workers.

08/2015 – 08/2015 **Bank Audi Intern in Customer Relations and Operations** **Tripoli, Lebanon**

- Assisted hundreds of banking operations.
- Faced hundreds of clients.
- Handled pressure and time limits on busy days.
- Helped counseling more than fifty clients and resolving issues.
- Professional communication with clients and co-workers.
- Analyzed clients’ data and assured discretion at all time.

02/2014 – 03/2016 **Bank Audi Spring Ambassador**

- Assisted in opening more than a hundred bank accounts for teenagers between 18 and 24 years old.
- Went to different events held by the bank to introduce this product to customers.
- Professional communication with clients and co-workers.
- Gained excellent skills in sales, marketing and communication.

LANGUAGES Arabic (Native), English (Fluent), French (Business)

SKILLS MS Office, Adobe Photoshop, Mac Operating Systems, Windows Operating Systems, Communication, Negotiation, Customer Service, Sales, Accounting, Statistics, Data Analysis and Data Entry, Teamwork and Time Management