

Mohammad Jawhar



Ambitious **accounting** studies graduate seeking a position where I can **maximize** my management and program development **experience** in your **prestigious** company.

EXPERIENCE

Billing & Accounting

Arcom Group

Beirut

April-2019 - June-2019

- Preparation of **sales orders** and **invoices**
- Check the **items** on the system to make sure presence in our warehouse
- Collect all information needed to calculate **bills receivable** (order amounts, discount rates)
- Issuing of **customer account statements** periodically or whenever necessary

Customer Coordination Department

Blom Bank

Hamra, Beirut

March-2018 - April-2019

- Issuing of **bank clearance**
- Working on **payment domiciliation** of companies with offers in bank
- Reversal and reactivation customer's **credit and mini cards**
- Issuing of customer **payments of loans** and fees as receipts

Intern

Banque du Liban - BDL

Hamra Main Branch - Beirut

June-2016 - July-2016

- The **administrative structure** of the Banque du Liban
- The method of maintaining the **exchange rate of the currency**
- The Banking **Control Committee** (verification of the proper application of the banking system as well as the periodic audit of all banks)

EDUCATION

License in Accounting and Auditing Lebanese University - Faculty of Economics & Business Administration

Beirut - Campus

Hadath 2017

- My final year project was a Feasibility Study of the Human Development Institute in which we have multiple points to focus on such as:
 - Legal study (taxes and exemptions)
 - Marketing study (supply and demand)
 - Technical study (raw materials and equipment)
 - Financial Accounting (Assets and Liabilities, Revenue and Expenses - Profitability Index)

CONTACT INFORMATION

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ADDRESS

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PHONE

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LANGUAGES

Arabic

Native

English

Intermediate

French

Fluent

SKILLS

- Working in fast paced environments demanding strong technical, organizational skills.
- Problem Solving
- Customer Service & Relations
- General Accounting
- Microsoft office (Word, Excel, Power Point..)
- IBM System I, AS/400 – Management of information about clients addresses and accounts