

Mohamad Shatila

Zarif – Yaacoub Sarrouf Street – Daouk Building-Beirut-Lebanon
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EDUCATION

Sept 2017- May 2019 Lebanese American University (LAU) *Beirut, Lebanon*
Master's in business administration - CPGA: 3.97/4

Sept 2014- May 2017 Lebanese American University *Beirut, Lebanon*
Bachelor of Science in Accounting - Honor list since Fall 2015 - CGPA: 3.86/4

May 2016 The Institute of Internal Auditors New York (through LAU)
Internal Auditing Education Partnership Certificate

PROFESSIONAL EXPERIENCE

Sep 2019 - Mar 2020 Four Seasons Hotel, Accounts Payable Intern *Beirut, Lebanon*

- Completed payments to vendors and controlled expenses by receiving, processing, verifying, and reconciling invoices and monthly statements.
- Maintained accounting ledgers by verifying and posting account transactions.
- Maintained historical records by systematically archiving documents.

July 2019 - Aug 2020 American University of Beirut, Research Assistant *Beirut, Lebanon*

- Wrote literature reviews for research papers by referencing multiple studies.
- Used Microsoft Access to clean data into useful information.
- Compiled financial indices of companies into data tables in excel.

Sept 2017 - May 2019 Lebanese American University, Graduate Assistant *Beirut, Lebanon*

- Tutored undergraduate students in financial accounting and managerial finance.
- Researched topics related to e-marketing and accounting in family businesses.

Sept 2014 - May 2017 Lebanese American University, Student Assistant *Beirut, Lebanon*

- Provided information to students on instructors and courses.

June - July 2016 Ernst & Young (Audit Department Internship) *Beirut, Lebanon*

- Learned the entity's business, accounting process, and business cycles.
- Implemented Casting and Cross-Casting in order to check sums and referencing in financial statements.

EXTRACURRICULAR ACTIVITIES

Volunteer Assisted Ajjalouna Organization in organizing an event for orphans and data entry.

Volunteer Helped out NoLabel NGO at multiple events and proofread content for their website.

COMPUTER SKILLS

MS Office Suite, Capsim, Sun Systems, Birchstreet, SQL and R.

LANGUAGES

Arabic and English (fluent), French (moderate)

INTERESTS & HOBBIES

Following up on financial and technology news, music.