

Mustafa Zaiour

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EDUCATION

- **American University of Beirut - Suliman S. Olayan School of Business (Graduated)** 2017 – 2021
BBA, Accounting Concentration
- **Rawdah High School**
Lebanese Baccalaureate in Economics and Sociology 2003 – 2017
- **ACCA candidate:** exempted from 8 exams (BT, MA, FA, LW, AA, FM, FR, PM) willing to start with the TX exam soon.

WORK EXPERIENCE

- **Teaser Platform**
Research Analyst Intern (Remote) 3/2021 – 8/2021
Researched and analyzed securities data and other financial information, simplified complex financial data, monitored market systems and performance, gathered data and information on public companies from stock exchanges and verified financial reports and graphs.
- **CapB**
Investment Research Analyst Intern 1/2021 – 2/2021
Helped the corporate intelligence team to create and update financial models, maintain databases that track industry research and statistics, in addition to developing and performing surveys to track industry trends.
- **KPMG** 7/2019 - 9/2019
Audit Intern
Verified financial statements, performed analytical review of audit documents, reviewed client accounting and operating procedures and systems of internal controls, performed research to solve issues related to standards of assurance (like ISAE 3000 ...), and used excel extensively for arranging financial data using pivot tables.
- **Bankmed Lebanon** 6/2019 - 7/2019
Retail Banking Intern
Helped in tasks that are carried out at retail bank branch in several departments including the bancassurance department, customer service relations department, operations department, and the teller facilities.

RELEVANT EXPERIENCE

- **Summer Internship Research Project:** Impact of cloud-based computing on the auditing industry 7/2019 - 8/2019
- **Taxation Research Project:** Tax challenges Arising from Digitalization based on BEPS action 1 11/2019
- **Intermediate Financial Accounting Research:** Worked with a group of accounting students in a research related to the treatment of cryptocurrencies in the current financial reporting system for tax purposes 9/2018
- **Managing information systems case project:** Analyzed the AS-IS business process of a Lebanese company in the retail industry and detected gaps in its workflows, then designed it's TO-BE process and provided detailed recommendations for management about the detected gaps and the improved processes. 9/2018

COMPATITIONS AND CERTIFICATIONS

- **Full-bridge U Program Certification:** A 2-month career preparedness course focused on effective communication, teamwork, design thinking, and critical work management skills. 2/2019 – 4/2019
- **Big 4 and After Competition:** Participated with team members to solve riddles, follow instructions, and perform activities (sports and otherwise) and answer questions related to accounting, finance, economics, business, ethics, general knowledge. 10/2019
- **Accounting Fundamentals Certification:** A course from the corporate finance institute that covers the basic accounting concepts related to double entry bookkeeping, the accounting cycle, and depreciation 3/2020
- **Reading Financial Statements Certification:** A course from the corporate finance institute that covers the details in the 4 basic financial statements and the financial ratios used to interpret such statements. 3/2020
- **Excel Crash Course:** An excel course from the corporate finance institute designed specifically for spreadsheet users who work in performing professional financial analysis and financial modeling. 6/2020
- **Bloomberg Essentials Certification:** A course that teaches the essential functions of Bloomberg Terminal covering Important functions related to economics, company overviews, company analysis, research, estimates. 6/2020

EXTRACURRICULAR ACTIVITIES

- **Investment Management Club:** a student-led club that engages in experiential learning through virtual investments and through relationship-building within the investment community 9/2017 - 12/2017
- **Business Student Society** 9/2017 - 12/2017
- **Hobbies:** Reading, Cycling, Fitness, Football

SUMMARY SKILLS

- **Languages:** Arabic, English
- **Computer skills:** Visual basic, Terminal, Power BI for analytics, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Visio, IBM SPSS
- **Soft skills:** Leadership, Teamwork, Time Management, Endurance, Critical Thinking, Diligence
- **Interests:** Strategy, Psychology, History, Technology