

# Sara El Mordaa

Beirut - Lebanon  
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## Education

- American University of Beirut (AUB) - Olayan School of Business (OSB)** 2016- June2019  
BA in Business Administration- concentration in Accounting  
**GPA : 4/4 – High Distinction**
- National evangelical Institute for Girls and Boys** September 2001- July 2016  
Life Science

## Experience

- Bridge Capital Holding SAL** July 2021 – Present  
**Accountant**
- Supporting month-end and year-end close process
  - Assisting with the preparation of financial statements
  - Analyzing financial information and summarizing financial status
- Invigo Offshore SAL** November 2019 – April 2021  
**Accountant**
- Posted and processed journal entries to ensure all business transactions are recorded
  - Assisted with the preparation of financial statements
  - Analyzed and reconciled bank statements and general ledgers
  - Performed daily reconciliations of cash, check and credit cards transactions accurately
- Société Générale de Banque au Liban (SGBL), Saida branch** July- August 2018  
**Intern**
- Learned different types of teller transactions
  - Experienced customer service interactions with clients
  - Trained to identify cross and up selling opportunities for financial products

## Awards and Certificates

- The Fenicia Bank Excellence Award in Accounting** May 2019
- Received in recognition of academic merit, excellence of character and leadership
  - Ranked first in the OSB class of 2019 Accounting concentration
- Dean's Honor List** 2016- May 2019
- Placed on the Dean's Honor List for all semesters
- Fullbridge Program** September 2017
- Introduced to professional and job-ready skills such as design and communication
  - Participated in authentic workplace scenarios and team-based activities

## Membership

- Beta Gamma Sigma** 2016 - Present
- Academic honor society for the top ten percent of students in AACSB accredited business schools

## Volunteering

- Member of NGO "Adyan"** September 2013-16
- Works on cross-cultural education at university and school levels
  - Participated in campaign to raise awareness through media production and cultural activities

## General Skills

**Languages:** Fluent in Arabic and English.  
**Computer skills:** MS Office suite, MS Visio, HTML, Eikon certified