

MAHA KHALAF

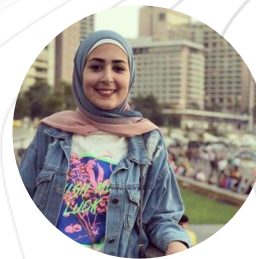
Accountant/ Digital Marketing Intern

📞 96171199210

✉ maha.y.khalaf@gmail.com

🌐 <https://www.linkedin.com/in/maha-khalaf/>

📍 Beirut, Lebanon



EXPEIENCE

Digital Marketing Assistant

Smart Crystal IT

📅 2022 - Ongoing 📍 Dubai, United Arab Emirates

- Manage the company's social media accounts
- Produce social media content
- Assist in creating post and stories design in Canva & Figma
- Conduct keyword research
- Assist with developing marketing strategies
- Assist with developing branding systems

Digital Marketing Intern

Brain Digits

📅 02/2022 - 04/2022 📍 Beirut, Lebanon

- Create posts and stories for Instagram accounts.
- Assist with social media campaigns
- Support our digital marketing team
- Complete other administrative tasks as needed

Social Media Intern

Danifodi Custom Suits

📅 2021 - 2022 📍 Iowa City, United States

- Assist in the execution of digital marketing strategies.
- Manage Instagram and Facebook accounts.
- Create content for social media platforms.
- Manage social media Platforms.

Accountant

CLASS

📅 2016 - 2021 📍 Beirut

- Data entry (daily journals: purchases, sales, receipts, expenses, bank transactions).
- Reconciliation (Bank, suppliers, and customers).
- Import purchases (custom duties)
- Annual Closing entries.
- Financial Statements Preparation (Income Statement and Balance Sheets).
- Prepare Nssf and Payroll Taxes.

EDUCATION

Digital Marketing Certification (CDMP)

Morgan international

📅 09/2021 - Ongoing

Masters of Science, Business Administration

Lebanese University

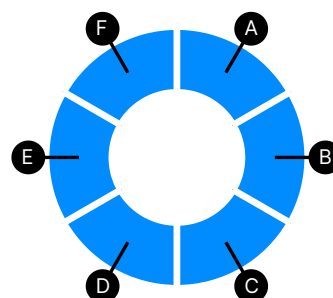
📅 2013 - 2015

Bachelor of Science, Business Administration

Lebanese University

📅 2010 - 2013

SKILLS



- A Social media marketing
- B Canva & Figma
- C Microsoft Office Suit
- D Administration
- E Interpersonal
- F Teamwork

LANGUAGES

English, French, Arabic

VOLUNTEERING

Committe Member

Adyan Foundation

📅 2021 - Ongoing 📍 Sin el fil

- Prepare and implement annual volunteer activities.
 - Attend and Participate in Weekly meetings.
 - Act as a contact for new volunteers, both in-person and online, to introduce and explain the organization's missions and values.
 - Actively post on volunteer Facebook group and WhatsApp and send emails about upcoming volunteer events.
 - Update the volunteer's database and track their profile.
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Volunteer

Adyan Foundation

📅 2018 - Ongoing

CERTIFICATIONS

Fundemantals of Digital Marketing

Google,2021-2022

Social media marketing: Strategy & Optimization

LinkedIn,2021

Inbound Marketing

Hubspot Academy,2021

SEO

HubSpot Academy,2021-2022

PASSIONS

Photography

Reading

Cycling