

# Amer Fleifel

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## EDUCATION

**Lebanese American University-** Beirut, Lebanon

**Sep 2018- May 2021**

- Bachelor of Science in Business Administration-Accounting Concentration
- GPA: 3.12/4.0

**Makassed Khaled Bin Al Walid-** Beirut, Lebanon

**Sep 2003- Jul 2018**

- Lebanese Baccalaureate (Sociology and Economics, SE)

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## EXPERIENCE

**NokNok -** Beirut, Lebanon

**Sep 2021- Nov 2021**

*Accounting Intern*

- Processed invoices against Purchase Orders so timely payments can be made to vender
- Checked invoices for discrepancies in price, quantity and items.
- Performed journal entries on the ERP system.

**LAU's Administration Office -** Beirut, Lebanon

**Sep 2018- Sep 2020**

*Assistant to the Lead Administration Officer*

- Managed the filing system process
- Compiled, verified accuracy and sorted information to prepare source data for computer entry.

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## EXTRA-CURRICULARS

**Citizenship Club LAU**

**Oct 2018- Oct 2019**

- Raise awareness and let students take action about their duties, rights and obligations.
- Let students express their voices and encourage them to vote for the elections.

**KBWH Volunteers**

**Oct 2016- Oct 2017**

- Organized events for kids at day cares and preschools.
- Helped the Islamic orphanage by donating clothes and food.

**KBWH STEM club**

**Nov 2016- May 2017**

- Participated in debates over topics such as space exploration, organ donation, and recycling.
- Analyzed academic papers and conducted research to develop arguments.
- Worked on robotics projects and participated in competitions.

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## SUMMARY SKILLS

- Computer Skills: MS Word, Excel, PowerPoint.
- Languages: Fluent in English and Arabic.
- Soft Skills: Leadership, Communication, Team-Building, Management, Time-Management.

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## INTERESTS

- Stock market enthusiast with a keen interest in hedge funds.
- Financial management in sports.