

MOHAMAD HAJJAR

OBJECTIVES

Seeking a position at your reputable company where I can utilize my skills, put my learning into practice and make a contribution.

CONTACT DETAILS

- Mobile: 0096176879128
- email: mohamadahajjar158@gmail.com
- Lebanon, Beirut

EDUCATION

Lebanese international university

Masters of business administration

Lebanese international university

Bachelor of Business administration in Accounting information system

- Anticipated graduation: spring 2020

LANGUAGES

- French: fluent
- English: fluent
- Arabic: native

REFERENCES

Available upon request

WORK EXPERIENCE

Junior Accountant

Shouf Press | Sep, 2019 - Present

- Document financial transactions by entering account information
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Reconcile financial discrepancies by collecting and analyzing account information
- Provide technical support and advice on management
- Review and recommend modifications to accounting systems and generally accepted accounting procedures
- Prepare financial statements and produce budget according to schedule

Graphic Designer

Shouf Press | Sep, 2019- Present

- Develop, design, and produce creative designs for a wide variety of clients.
- Projects include newsletters, brochures, charts, banner, stickers, and website materials
- Liaise with clients
- Assess clients needs and restrictions (including budget)
- Recommend marketing strategy based on budget.
- Sketch out ideas for layouts or logos
- Design and create all layout and design work for two publication,
- Design for postcards, banner, posters, business cards, flyers, and other print media.

AWARDS

- Noria ERP software

SKILLS AND ABILITIES

- Great communication and interpersonal skills
- Excellent organizational and multi-tasking skills
- Great writing skills
- Great time management skills