

Ahmad SRAJ

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Objective

Hard working student with a bachelor degree in Accounting. Equipped, through hands-on, with technical accounting skills and a practical understanding of how to apply accounting and business knowledge. Accuracy and precision in all tasks insures a high level of efficiency and successful problem solution.

Academic qualification

Lebanese American University (Lebanon, Beirut) 2019 – 2022
Adnan Kassar School of Business Current CGPA: 3.67/4.0

Expected Grade: Honor with distinction

Work experience

DAFA Campaign – November – 2021 to March – 2022 **Volunteer**

Duties:

- Sorting food portions to provide help to a greater number of families
- Sorting Clothes
- Beach Cleanups

Deloitte – July – 2021 to August – 2021 **Auditing Assistant – Training**

Duties:

- Perform Consolidated Financial Statements
- Performing tests to check financial information
- Review Audit reports
- Vouching

International Computer and Communication (ICC) – June – 2021 to July – 2021 **Accounting Assistant – Training**

Duties:

- Entering Journals (Accounts Payable/Accounts Receivable)
- Arrange Checks and deposits
- Bank reconciliation
- Filing

Don Construction Products (DCP) – July - 2020 to August – 2020 **Accounting Assistant - Training**

Duties:

- Perform General Ledger Accounting
- Develop Monthly Statement

- Arrange Checks and Deposits
- Organize Monthly Sales Reports.

Other qualifications and interests

- Flexible approach to work, Interpersonal skills, Presentation skills, Report-writing ability, Team-working ability, willingness to accept responsibility.
- Professional reports using Microsoft Word, Excel, PowerPoint.

Computer Skills

- Microsoft Office (Word, Excel and PowerPoint), EMS

Languages

Arabic: Native

English: Fluent

French: Fluent