

Mohamad El Natour

mje25@mail.aub.edu | +961 70 907 250 | [Linkedin](#)

PROFILE SUMMARY

A driven young professional with a huge intellectual curiosity. Highly interested in the fields of operations, development, and financial management. Focused on building a system with an edge. Looking to use my analytical, interpersonal, and analysis skills and experience to improve business performance and processes.

EDUCATION

American University of Beirut (AUB), Beirut, Lebanon September 2019 – June 2022

Bachelor's degree in Business Administration (BBA) – concentration in **Finance**

- Selected to receive the **WAAUB – Kuwait Chapter Endowed Scholarship and Transmed Scholarship**.
- GPA:** 3.53/4

Saint Mary's Orthodox College, Beirut, Lebanon

June 2019

Lebanese Baccalaureate – Scientific – Graduated with Honors

EXPERIENCE

Dar Al Handasah Shair & Partners – Finance & Accounting Intern – Beirut, Lebanon May 2021 – July 2022

- Depreciation calculations and reconciliation.
- Received and analyzed business reports.
- Oversaw business operations and business activities.
- Managed budgeting and financial planning including equipment leasing.
- Build trust-based relationships with partners.

International Company For Meat & Food Trading – Operations Intern – Beirut, Lebanon June 2020 – April 2021

- Led and transformed the process of ensuring efficiency and optimization in production through facilitating the modification of the business planning and forecasting.
- Developed and managed a sales strategy with the creative director by conducting a market research and specified a target location for the sales team, which boosted sales by 40%.
- Communicated the company's vision and mission statement to employees to implement our low-cost strategy.
- Served clients and provided after sale customer service and satisfaction.
- Prospected new sales opportunities through sales calls and direct emails in different regions in Lebanon.

American University of Beirut URVP – Research Partner, Beirut, Lebanon Sept 2020 – Dec 2020

- Wrote research proposals to research funding institutions and universities.
- Worked on research papers in a team where I was responsible for the budgeting and finance part of the papers.

Empowerment Through Integration – Research & Evaluation Volunteer, Beirut, Lebanon June 2017 – August 2017

- Conducted online and face to face surveys and interviews.
- Helped the organization be more efficient and organized in their operations after the analysis of interview outcomes and data collected.
- Handled complex cases that required special care and followed up with them on regular basis.
- Oversaw daily operations and volunteers intake and managed any outstanding issues with the management team accordingly.
- Managed external reach and relevance through conducting research and helping in educative workshops.

EXTRACURRICULAR ACTIVITIES

Starting an online business | March 2021

@Thebookgroove.lb: Founder of this online bookstore on Instagram. Managed strategy (marketing, design, financial) and logistics and gained 1800 followers in just 3 months.

Volunteering:

2020-2021

- AUB – OSB:** Guided newly admitted students
- FoodBlessed – Lebanon:** Collected the rest of food of big events and distributed them to people in need after the Beirut Blast.
- Rotaract AUB:** -Led and organized entrepreneurship educational workshops. -Financing and budgeting projects (example: drive-in cinema during covid-19 pandemic)

AUB Memberships:

October 2019 – May 2021

- Consulting club; 180 Degrees Consulting; Business Student society (BSS) – Logistics Team, Entrepreneurship Club, Tech Club

COURSES AND CERTIFICATIONS

Forex Market Courses – Strategic Management Course – Valuation Course - Harvard CS50 Computer Science for Business Professionals Professional Certificate (Ongoing): computational thinking, programming languages, internet technologies, web development, technology stacks, and cloud computing.

OTHER SKILLS AND INTERESTS

Languages: Fluent in **English, Arabic** and **French** (writing, reading, and speaking)

Computer skills: MS word, Excel, PowerPoint, Access, MT5, SAP

Core skills: Leadership and efficiency under high pressure work, collaboration, Problem solver, Presentation skills

Interests: Exercising, running, deep passion for reading books, volunteering