

Mahdi Harkous

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SUMMARY

Highly effective and enthusiastic fresh business graduate with excellent interpersonal skills. A quick learner who is seeking new challenges and opportunities that will enhance career development and build out the best skills to provide a competitive advantage within an organization.

EDUCATION

LEBANESE AMERICAN UNIVERSITY

September 2017-May 2022

Bachelor's degree of science in Business | Major Accounting | Beirut, Lebanon

EXPERIENCE

AUDIT INTERN | SantaFe - Choujaa Audit firm

July 2021-August 2021

Beirut, Lebanon

- Worked under the supervision of a LACPA auditor.
- Composed and inputted 3 months' worth of journal entries by quickly learning the company's ERP system.
- Computed audit reports consisting of assets, liabilities, Income statement and statement of cash flow.
- Balanced Bank reconciliation, as well as accounts payable and receivable by detecting differences and details.
- Contributed to preparing periodic declarations such as Payroll, VAT, and income Tax.

OPERATIONS SPECIALIST | NabilNet Store

April 2019-August 2019

Beirut, Lebanon

- Overlooked and reorganized the store and warehouse increasing the efficiency of order fulfillment by 15% and the restocking of products by 50%.
- Analyzed data and sales to properly order new supplies leading to a decrease in inventory surplus and shortages.
- Implemented an inventory tracking system for optimized inventory control procedures. Collected, documented, and reviewed inventory data for accuracy and timeliness adjustments.

SALES REPRESENTATIVE | NabilNet Store

October 2018-April 2019

Beirut, Lebanon

- Sold products and assisted customers through in store, social media, and phone customer service by ensuring excellent product knowledge and communication skills.
- Recorded and updated inventory daily to provide colleagues, social media, and website manager accurate representation resulting in stock accuracy of 98%.

VOLUNTEER WORK

LOGISTICS COORDINATOR | This is Leb

August 2020-October 2020

Beirut, Lebanon

- Supervised the pickup and delivery of donated food and clothes to various neighborhoods in Beirut affected by the 4th of Augusts Explosion.
- Kept track of items stored in warehouse and insured all goods inflow and outflow are carried out to correct locations.

SKILLS

Languages skills: Fluent in English, French and native Arabic.

Computer skills: Microsoft office, Dolphin accounting system and Shopify.

Soft skills: Communication, Teamwork, Time management, Flexibility, Attention to details.