

Alaa Mokalled

Accounting and Audit

📍 Hadat, Lebanon

📞 +961 79 313 849

✉️ alaamokalled@outlook.com

SKILLS

Soft Skills

Planning
Organizing
Negotiation
Communication
Time Management
Teamwork
Presentation Skills
Decision Making
Problem Solving

Computer Skills

Microsoft Office

LANGUAGES

Arabic - Native
French - Fluent
English - Fluent

OBJECTIVE

Seeking a job opportunity in the accounting field with a progressive organization to capitalize my skills and abilities within the sector.

EDUCATION

ANTONINE UNIVERSITY

SEP 2020 - JUN 2022

Faculty of Business Administration, Master's degree in Accounting and Audit

- Class Valedictorian for the year 2022
- GPA: 4

ANTONINE UNIVERSITY

SEP 2017 - JUN 2020

Faculty of Business Administration, Bachelor's degree in Accounting and Audit

- President's Honor list From Fall 2017 till Spring 2020
- Student Council President at the UA Council- Fall 2019 and Spring 2020
- Delegate of students of Business Faculty - Fall 2019 and Spring 2020
- GPA: 3.9

WORK EXPERIENCE

Global Financial Consultants | Auditing Firm

FEB 2022-PRES.

Junior Accountant

- Posting and processing journal entries to ensure business transactions are recorded
- Updating accounts receivables and payables and performing reconciliations
- Performing cash and bank reconciliations.
- Updating financial statements and sustaining accounts.
- Preparing regular reports.

BBC | LONDON

JUN 2021 - PRES.

Cultural Consultant, Remote Work

- Facilitating written and spoken communication in different languages through a number of language programs.
- Providing advocacy, consultation and cultural advice in the language learning matters.
- Meeting new students, communicating with them, and receiving their calls.

Maestro Nuts

FEB 2021 - MAY 2021

Sales

- Helped customers.
- Managed the store's stock.

ITSALAASHOP

JAN 2021 - PRES.

Owner, Online Shop

- Packing orders including printing address labels and invoices.
- Processing orders through the online shop including contacting customers if required.
- Uploading digital media content such as photos, videos...

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EXTRA CURRICULAR ACTIVITIES

United Nations | Anti-Corruption Program
FEB 2020 - PRES
Volunteer

BLOM Bank | Virtual Stock
Exchange Competition
JAN 2020
Finalist

Lebanese Food Bank
JUL 2019 - PRES
Volunteer

FREELANCE

JUL 2020 - PRES.

Private Tutor

- Teaching French Language and Business courses for students

INTERNSHIP

NAWRAS AUDITING FIRM

SEP 2020 - OCT 2020

Intern

- Shadowing members of the accounting team as they perform duties.

LEBANESE CENTRAL BANK

JUL 2019 - AUG 2019

Intern

- Participating in the debates involved in the sessions.
- Working in groups to solve case studies.

BANK AUDI

JUN 2019 - JUL 2019

Intern

- Learning about banking activities and operations.
- Shadowing bankers as they perform tasks and assisting whenever possible

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ANNEX

- Certificate of Participation - Getting Energizer | Antonine University - July 2021
- “Maharat Min Google” Fundamentals of Digital Marketing in partnership with Antonine University - December 2020
- Certificate of Completion of the DisasterReady Fundraising Essentials Program | Nonprofit Ready, USA - September 2020
- Improving Your Technical Writing Skills | NonProfit Ready - August 2020
- Certificate of Attendance - Digital Marketing Seminar - June 2020
- Certificate of Completion of the Student Leadership Conference 2020 | IMA, The Association of Accountants and Financial Professionals in Business, USA - July 2020
- Certificate in International Financial Reporting Standards (IFRS) | Association of Chartered Certified Accountants (ACCA), UK. - September 2019
- Certificate of Completion of Hazard Recognition and Risk Assessment Course | Alison, Ireland - October 2019
- Certificate of completion of INJAZ Lebanon’s Innovation Camp | INJAZ, Lebanon - July 2019
- Certificate of Support to Lebanese Food Bank NGO Cause | Lebanese Food Bank, Lebanon - July 2019
- Certificate of Completion of Economena User Station Lebanon Economic Statistics course | Economena, Lebanon - April 2019
- Certificate of Completion the Organizational Change Course - Managing and Supporting Employees | Alison, Ireland - March 2019
- Certificate of Completion - Financial Statements Analysis Workshop- Move Forward International Academy (2019)

Coursera:

- Certificate of the Financial Markets Course | Yale University, USA - January 2021
- Certificate of Completion of Firm Level Economics: Consumer and Producer Behavior Course | Illinois University, USA - January 2021
- Certificate of Completion of the Save a Life CPR, AED and First Aid Course | NHCPs, USA - January 2021
- Certificate of Completion of the Corporate & Commercial Law: Business Forms, Financing, and Governmental Regulation | University of Illinois, USA - December 2020
- Certificate of Completion of Financial Accounting Principles | IESE Business School, Spain - December 2020