

MOULHAM ALBOUDONE

Address: Lebanon · **Phone:** +961 71863130 · **Email:** moulhamalboudone@gmail.com

Objective: Motivated and dynamic individual who is seeking to secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

EDUCATION

2023-Present: Masters of science in Computer and Communication Engineering, LIU.

2020-2023: TENG - Bachelor of Science in Communication Engineering, LIU.

EXPERIENCE

Freelancer- Data Entry Operator, Mostaqi (2023-present)

- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

Accountant, Al Bodon for general Trading (2022)

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Manage balance sheets and profit/loss statements
- Audit financial transactions and documents

COMPUTER SKILLS & LANGUAGES

Office 365 – MIT App Inventor - C++ - Java, Html, CSS, SQL, PHP, java script.

SKILLS

- Excellent technical skills
- Problem-solving
- Excellent self-learning skills
- Organizational and managerial skills
- Excellent communication and interpersonal skills
- A drive to continue learning throughout your career
- Able to quickly grasp new concepts
- The ability to work well under pressure
- Team working skills

TRAINING

Digital Media Literacy (DML) – DOT Lebanon (2022).

Learning basic about graphic design, entrepreneurship, business model canvas, social media and WordPress

Mobile Application Prototype- DOT Lebanon (2021).

Learning how to create an android mobile App

Learning about UI, UX, ideation, prototyping, live testing, debugging, tinyDB, web DB, lists, procedures, variables, activity starter, etc...

PROJECT

UNIVERSITY ATTENDANCE SYSTEM:

This project is a mobile application and university attendance system created exclusively for the students to record their attendance.

*A website software package called "**University Attendance**" was developed specifically to make administering and operating a university easier. It greatly reduces the amount of work required of the instructor to take students' attendance. The website serves as a single hub for process automation, data archiving, and easy stakeholder engagement.*

LANGUAGES

Arabic: Native.

English: Good.

French: Beginner.