

Mohamad Tarhini

Junior accountant and logistics specialist

A charismatic, strong personality, and a motivated candidate who is seeking an opportunity that suits my work experience to secure a challenging position at a reputable company to expand my learnings, knowledge, and skills.



✉ mohammad.tarhini.99@gmail.com

📍 Beirut, Lebanon

📞 78955420

🌐 [linkedin.com/in/mohamad-tarhini-77b0a11b6](https://www.linkedin.com/in/mohamad-tarhini-77b0a11b6)

EDUCATION

Bachelor degree in business management

Lebanese International University

09/2017 - 05/2020

Nabatieh

WORK EXPERIENCE

Junior Accountant and logistics specialist

Al Houssami S.A.L

07/2022 - Present

Bierut

Al Houssami S.A.L is a luxury fashion retailing company based in Bierut.

Achievements/Tasks

- Monitored daily bank situation by preparing journal entries and reconciling accounts based on cash flow movement.
- Monitored and followed up on cash flow collections.
- Handled the supplier invoicing and ensured timely transactions.
- Checked invoices and ensured that the policy is implemented accurately.
- Created and followed a comprehensive checklist for upcoming installments and supplier follow up.
- Handled petty cash expenses and ensured the precise process implementation.

Er Receptionist and administrative assistant

Secours populaire libanais

09/2021 - 07/2022

Nabatieh

Secours populaire libanais is a private hospital that is located in different locations in Lebanon.

Achievements/Tasks

- Answered phones, took messages, and responded to emails.
- Took approvals from all the guarantors, and assisted with invoicing.
- Performed data entry and filing tasks.
- Greeted patients and visitors, and Performed other clerical tasks as needed.
- Assisted the admission office in patient's paperwork.

Cashier

Tawfeer Discount Store

08/2020 - 09/2021

Nabatieh

SKILLS

High sense of confidentiality and work ethics

Team player, flexible and adapt to changing environments

Results oriented

Time management

Good communication skills.

Attention to details

Multitasking

Good Microsoft skills.

Handling pressure

CERTIFICATES

Certificate of attendance (05/2021)

For attending training session in customer service with Tawfeer International SAL

Certificate of attendance (10/2018)

For Completing the basic marketing strategies on the internet, by Google program of skills.

LANGUAGES

Arabic: mother language
Full Professional Proficiency

English: Excellent
Full Professional Proficiency