

Majd Abdallah
Lebanon
Majdabdallah452@gmail.com
+961-76-196276

PROFESSIONAL EXPERIENCE

Shaheen Center – Bablieh, Lebanon <i>Accountant</i> <ul style="list-style-type: none">Record financial transactionsAnalyze and visualize financial dataCreate financial reports on performance	2022 - 2023
Shaheen Center – Bablieh, Lebanon <i>Salesman</i> <ul style="list-style-type: none">Research the market and identify prospectsPromote products and make offers and negotiateClose sales and ensure after-sales support	2021 - 2022
Private Tutoring – Bablieh, Lebanon <i>Private Tutor</i> <ul style="list-style-type: none">Preparing learning resources and researching learning methodsAssessing students' needs and answering to inquiriesIdentifying weak areas and monitoring students' performance	2018 - 2020

TRAININGS

Accounting and Training Academy – Saida, Lebanon Practical Accounting Course <ul style="list-style-type: none">Prepare all types of journal vouchersOrganize accruals and prepaid expensesPrepare income statements and balance sheetsExperience in depreciation, amortization and reconciliationPrepare notes payables and notes receivablesCalculate interests and yields	Feb. 2023 – Mar. 2023
Professional Accounting Training Center (PATC) – Saida, Lebanon Monthly & Annual Closings <ul style="list-style-type: none">Prepare monthly and annual closing statementsAudit and review the closing statementsOrganize purchase and sales invoicesPrepare payment and receipt vouchers	2022- 2023
Professional Accounting Training Center (PATC) – Saida, Lebanon Data Entry <ul style="list-style-type: none">Enter text-based and numerical information from data source into the database within time limits.Prepare source data by compiling, verifying accuracy and sorting informationReview data for deficiencies, errors and correct discrepancies if possible	2021- 2022

EDUCATION

Lebanese International University (LIU) – Saida, Lebanon Bachelor of Science in Business Administration – Accounting	2020- 2023
Sarafand High School - Sarafand, Lebanon Lebanese Baccalaureate in Life Science (Good Degree)	Awarded in 2019

EXTRACURRICULAR ACTIVITIES

- IEEE Club – Member
- Accounting Club – LIU – Member
- Makhzoumi Foundation - Volunteer
- Certificate of Participation in “Bridges of Opportunities” project- INJAZ, Lebanon

SKILLS & INTERESTS

Linguistic Skills: Fluent in Arabic and English, Russian (Beginner)

Computer Skills: MS-Office (Word, Excel, PPT, Outlook), QuickBooks, SQL

Interests: Reading, Swimming & Physical Fitness

REFERENCES

Available upon request.