

Johnny El Chahrouk El Maalouf

Araya • Beirut, Lebanon • johnny.maalouf10@outlook.com • +961 76 162 333

EDUCATION

LEBANESE UNIVERSITY, Faculty of economics and business administration 2020 - 2023
Bachelor's in Business Management and Administration

- Thesis: The impact of compensation on employee motivation in BENTA TRADING company.
- Relevant coursework: Principles of marketing, principles of management, organizational behavior, human resources management, consumer behavior, business ethics, microeconomics, macroeconomics, accounting, statistics, leadership, managerial accounting

ANTONINES SISTERS SCHOOL, Hazmieh-Jamhour 2006 - 2020
Lebanese baccalaureate

- Graduated from sociology and economics branch

PROFESSIONAL EXPERIENCE

ACCOUNTING AND MANAGMENT CONSULTANTS “AMC” Hazmieh - Lebanon
Accounting intern September 2023 - October 2023

- Data entry and bookkeeping: Assisted in bookkeeping tasks, including data entry and maintaining financial records.
- Prepared and submitted VAT declaration, ensuring compliance with tax regulation
- Conducted the preparation and filling of salary tax returns, ensuring compliance with local tax regulations and deadlines
- Calculated, prepared, and submitted CNSS (Caisse Nationale de Sécurité Sociale) payments in compliance with Lebanese social security regulations.

INFOMED Sin el fil - Lebanon
Host September 2022 - November 2022

- Part-time job
- Host in medical conferences
- Coordinate with staff to arrange event logistics

BENTA TRADING Sin el fil - Lebanon
Warehouse Operative June 2021 - December 2021

- Received and stocked pharmaceutical products on a daily basis
- Prepared orders for delivery
- Met all safety compliance and ensured the quality of the products
- Maintained a clean and organized environment to enhance productivity
- Performed others duties as assigned

SKILLS

Skills: Microsoft Office (Excel, PowerPoint, Word), Time management, Communication skills, adaptability, Highly organized

Language: Arabic (Native proficiency), English (Full professional proficiency), French (Full professional proficiency)