

# KHALED ALAKRAH

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## EDUCATION

**Bachelor in Finance & Banking | Rafik Hariri University (RHU) | Mechref, Lebanon**

**Aug 2020-July 2023**

### Certifications and Relevant Courses

- **CFA Level I Candidate -- Exam date (May 2025)**
- **The Complete Financial Analyst Course| Udemy (365 Careers)**

## PROFESSIONAL EXPERIENCE

**Accountant | Rafik Hariri University (RHU) | Mechref, Lebanon**

**Aug 1, 2023 \_ present**

- Maintained the general ledger by posting purchase orders, invoices, various transactions, and preparing payment vouchers as well as insurance claims to ensure precise financial records.
- Performed VAT and bank reconciliations to maintain accurate and compliant documentation.
- Prepared statement of fees for all university students and provided exceptional daily customer service, addressing all inquiries and ensuring financial transparency.
- Ensured VAT and withholding tax compliance by verifying transactions with vendors and managing government tax requirements, minimizing tax-related risks for the organization.
- Cultivated strong vendor relationships, reconciled accounts promptly, and efficiently resolved invoice-related issues, resulting in improved vendor interactions and streamlined invoice processing.
- Enhanced financial operations by integrating all finance department payments, ensuring up-to-date tracking.

**Audit Intern | Sidani & Co. | Beirut, Lebanon**

**June-July 2023**

- Utilized CaseWare software to create a comprehensive trial balance, ensuring accurate input of transaction details and relevant financial information for statements.
- Conducted mapping exercises to guarantee proper data placement according to established standards and guidelines, contributing to data accuracy and adherence to reporting standards.
- Significantly enhanced comprehensive audit reports for a new fiscal year by compiling accounts and analyzing differences from the previous year, providing valuable insights for financial analysis and decision-making.
- Conducted reconciliation by confirming the validity of receipts with recorded transactions.
- Assisted in a two-week audit at Spartan, a client organization, collaborating with colleagues and taking responsibility for the purchases study, which contributed to the successful audit and provided valuable experience.

## LEADERSHIP & ACTIVITIES

**Volunteer Intern | Development for People and Nature Association (DPNA)**

**June-July 2022**

- Led on-site surveys in disadvantaged cities to assess residents' quality of life & living needs.
- Oversaw the well-being of children in orphanages and mentored fellow volunteers.
- Took a role in the creation of audio books for blind students in Jordan.

**Engaged in the 6th Arts and Sciences LAU Fair and 13th GC LAU MUN Conference**

**April 2019&April 2018**

**Partaken in HHHS MUN and represented Judge Christopher Greenwood at MAKMUN Conference**

**NOV 2017**

## SKILLS AND INTERESTS

- **Soft Skills:** Leadership, Adaptability, Quantitative skills, Communication skills, Time Management, Detail Oriented
- **Software:** Excel, PPT, Word, Access, SPSS, CaseWare, Microsoft Dynamics NAV
- **Recognitions:** Achieved recognition for academic excellence by being placed on the Dean's Honor List Spring 2023
- **Interests:** Stock investing, football (Premier League fan), fitness & health.
- **Languages:** Arabic (native level), English (Fluent)