

Adam Mezher

+961 70 70 89 84

mezher.adam23@gmail.com

Summary

I'm a motivated finance graduate, currently pursuing a master's degree in accounting & auditing, with hands-on internship experience in financial documentation and reporting. I'm skilled in Microsoft Office and eager to learn and grow professionally. I thrive in team environments and excel under pressure.

Experience

Accounting Intern, NokNok Groceries Lebanon

August 2024 – October 2024

- Matched invoices with purchase orders and receipts.
- Processed accounts payable and tracked payments.
- Managed accounts receivable and followed up on payments.
- Verified and reconciled receipts.
- Improved attention to detail and accuracy.
- Learned basic internal controls.
- Practiced time management under deadlines.
- Assisted with financial reporting and documentation.

Education

February 2024 – June 2026

Master's Degree, Accounting & Auditing, Antonine University

February 2021 – May 2023

Bachelor's Degree, Banking & Finance, Lebanese International University

Skills

- Continuous learning and adaptability
- Hands-on experience with Paradox software
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Analytical skills
- Strong communication and teamwork