

BATOUL MAHDI MERHI

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CAREER OBJECTIVE:

Motivated and dedicated with practical experience in business administration and finance, currently pursuing a degree in Management Information Systems (MIS). Demonstrates strong organizational, financial, and administrative skills, with a commitment to supporting effective operations and contributing to impactful programs.

EDUCATION:

Lebanese International University – School of Business, Beirut

Bachelor of Business in Management Information Systems (MIS) – *In Progress*

Omar Farroukh Public High School for Girls – Beirut

Lebanese Baccalaureate, Economics and Sociology

TECHNICAL SKILLS:

- **Microsoft Office Suite:** Proficient in using Microsoft Word, Excel and PowerPoint to create and manage documents, spreadsheets, presentations, and emails efficiently.
- **Accounting Software:** Proficient in using QuickBooks to record and manage financial transactions, generate financial statements, reconcile accounts.
- **Social Media Graphics:** Proficient in utilizing Canva's vast library of templates for various design types like social media posts, presentations, posters, flyers, etc. and adept at customizing them to suit specific needs.
- **Program Support & Administration:** Experienced in providing administrative support, managing documentation, and tracking program data to ensure smooth operations and effective reporting.

EXPERIENCE:

❖ **Accountant & Program Assistant – Bedayati May 2023 – Present**

- **Financial Record Keeping:** Maintaining accurate and up-to-date financial records, including transactions, expenses, and income.
- **Bank & Project Reconciliation:** Assisting in reconciling bank statements and project accounts to ensure alignment with recorded data.
- **Data Entry and File Management:** Inputting data into systems, maintaining databases, and managing files and documents.
- **Communication Handling:** Coordinate and manage communication with program participants, ensuring clear, timely, and professional correspondence.
- **Program Support:** Provide administrative support to ensure smooth program implementation, assist with documentation, and help monitor key performance indicators (KPIs) to support program effectiveness.

❖ **Customer Service, Website Manager & Social Media Assistant – Comfyb 2023 – 2024**

❖ **English Language Teaching Assistant (Beginners Level) – Bedayati 2020 – 2021**

ACTIVITIES:

Volunteer & Community Engagement

War-time Food Preparation & Distribution: Supported the preparation and delivery of meals to vulnerable communities affected by the recent conflict, helping ensure food security during critical times.

Emergency Relief – Beirut Explosion Response (2021): Participated in emergency food distribution efforts following the Beirut port explosion, providing timely aid to impacted families.

COVID-19 Vaccination Assistance – Bedayati (2020): Volunteered with Bedayati to support public vaccination efforts, assisting individuals with access, guidance, and on-site logistics.

Ongoing Food Aid for Underserved Communities: Engaged in regular food distribution initiatives targeting individuals and families experiencing economic hardship, fostering solidarity and community resilience.

References available upon request