



MOHAMMAD ABDALLAH

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SUMMARY

Dynamic business administration graduate with a strong foundation in business development, complemented by hands-on experience in volunteering with an environmental organization. Proven expertise in communication, public speaking, and leadership, coupled with solid teamwork capabilities. Proficient in Microsoft Office Suite, Zoom, and Teams, with a robust skill set in analytical thinking and project management. Committed to social and humanitarian work, emphasizing sustainability initiatives, demonstrating adaptability and problem-solving skills in diverse settings.

OBJECTIVE

Motivated junior business administration student & dedicated volunteer with a passion for helping others and promoting environmental sustainability. skilled in business management, communication, and ethics, with a strong commitment to advocate for human rights. Achievements include contributing to reforestation and bringing hope and happiness to those in need.

PROFESSIONAL EXPERIENCE

Accounting Intern

14/07/2025 - 29/07/2025

Auditech . Chtoura .

Accounting Intern

Company: Auditech Company

Location: Chtaura

Duration: July 14 – July 29 (approximately 60 hours)

During my internship at Auditech Company in Chtaura, I completed around 60 hours of hands-on training in the accounting department. My tasks included data entry, invoice checking, organizing financial records, and assisting in account reconciliations. I gained practical experience using the Starsoft accounting program and enhanced my skills in Microsoft Excel for financial reporting and data organization. This opportunity helped me strengthen my knowledge of accounting principles, improve my technical abilities, and develop greater attention to details.

Accounting Intern

1/5/2025 - 30/6/2025

Chafica Salloum Systems. Bekaa - Taalabaya .

Completed a full-time, on-site internship in a professional accounting office environment.

Supported daily financial operations and accounting tasks under direct supervision.

Utilized Microsoft Excel for account financial verification, expense tracking, and data organization.

Operated LIBRA Financial Program to input, update, and verify client transactions and maintain financial records.

Gained practical exposure to accounting principles, internal workflows, and financial documentation procedures.

Strengthened data accuracy, attention to detail, and proficiency in office software through continuous hands-on experience.

Volunteering

March 20 2024 - September 27 2024

Caritas Lebanon Youth . Zahle .

- 1. My role in volunteering with such an association was to help people and contribute to their well-being.
- 2. Organized several social, fundraising, and awareness events in addition to fun activities.
- 3. Participated in theater drama, acting for a purpose and animation.

Environmental organization

February 2022 - present

Baby green . Saadnayel- Dawha Street .

- 1. Established a nursery focused on growing cedar trees and various plants entirely from seeds.
- 2. Cultivating pine, gogi berries, flowers, parsley, basil, strawberry, oak, elm, corn, and eggplant.
- 3. Innovated with modified crops such as colored corns and watermelon.
- 4. Committed to sustainability and ecological restoration by revitalizing neglected areas through strategic planting.

EDUCATION

Bachelor in business administration

September 2024 - present

Beirut Arab University . Bekaa- Taanayel .

- 1. Developing a foundation in financial reporting, auditing, taxation, and managerial accounting.
- 2. Gaining analytical, problem solving skills for financial decision-making and business management.
- 3. Relevant course work: Business communication, human rights, ethics, and business management.

COURSES AND CERTIFICATES

Generation AI v1.0/ Google + University of Helsinki

30/07/2025 - 18/08/2025

Online .

"Earned a certification from Google and the University of Helsinki through an online course on Artificial Intelligence (AI). The program covered the fundamentals of AI, its applications, ethical considerations, and emerging technologies, providing a solid understanding of AI generation and its real-world impact."

Business development

22 April 2025 - 22 April 2025

Acted . Forzel .

This workshop is about business development, how to start up your business, develop it by using social media, and learn how to solve various problems and challenges you may face.

SKILLS

- AI Ethics
- Machine Learning Concepts
- AI fundamentals
- Communication and public speaking, leadership, and teamwork
- Technical proficiency: Microsoft office suite, Zoom, Teams
- Problem solving and adaptability: Analytical thinking, project management
- Social and humanitarian work and environmental and sustainability initiatives

LANGUAGES

- French beginner
- Arabic fluent

- English fluent

REFERENCES

CHAFICA SALLOUM , Supervisor

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PROFESSOR MOHAMMAD ISMAIL , Professor in accounting at Beirut Arab University - faculty of buissness

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MR SAFWAN CHEHADE , Founder of baby green

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MR. GOERGE MRAD , Leader

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