Jawad Mohammad

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EDUCATION

Mar 2020 - Jun 2024   **University of Sciences and Arts in Lebanon (USAL)**
Bachelor's in Business Administration – concentration on Accounting & Finance
(GPA: 3.65, Honor's List)

WORK EXPERIENCE

July 2025 – Sep 2025   **MCN Lebanon**

Position Held**: Executive accountant**

System used**: ERP (Visual Dolphin)**

- Gained hands-on experience in billing procedures, such as invoice verification, reconciliation, and client invoicing for both online and offline media across multiple entities.
- Entered and validated vendor and client invoices (vouching) within Visual Dolphin ERP, handling multiple legal entities and currencies.
- client portal handling including uploading invoices, and maintaining payment from client,
- Generated and analyzed a wide range of financial and operational reports, including: (Spent reports, Work-in-progress (WIP) reports, Accurate cost reports, Cost vs. sale)
- Applied pivot tables enhance data reporting, and analyzing the data in a faster and more beneficial way
- Gained hands-on experience with ERP systems, media billing cycles, and financial reconciliation processes in the advertising and communications industry.

July 2024 – Aug 2024   **Al Hayat Doner**

Position Held**: Junior Accountant**

System used**: BIM CALC**

- Entering DSR (daily sales report)/DPR (daily payment report) for 3 branches, also entering the transformation of money from branches to head office.
- Entered invoices of purchases in the stock system for each branch separately.
- Conduct warehouse inventory on the first of the month (making sure the amount recorded of items matches the one in the storehouse).
- Archiving journal vouchers for each branch and invoices for payments.

July 2023 – Sep 2023	**Al Bayan for Auditing and studies**

Position held: **Accountant Assistant**

System used: **Selecon**

- Worked on Auditing reports for different companies and learned what auditing agreements include and the responsibilities of both parties.
- Daily Data entry for different companies (sales, purchases from vendors).
- How to declare online for different types of tax (focusing on income tax and submitting them through the Ministry of Finance website).
- Viewing and analyzing financial statements (mainly balance sheet).
- Learning how to calculate the schedule of contribution for social security.

WORKSHOP

6-week	**Accounting Program (IDS)**

Supervised: **USAL University**

Everything from scratch including**:**

- View the statement of account, income statement, and balance
  sheet, as well as what to focus on when analyzing them.
- Creating accounts for new suppliers and equipment and
  modifying previous accountants.
- Depreciation expense mainly for equipment (calculation and distribution into several accounting cycles).
- Entering Journal entries and practicing the concept of debit and credit.

SKILLS

Technical Skills
- Microsoft Office (Excel, Word, Outlook): Advanced proficiency; experienced with PivotTables, data validation
- Accounting Software: Familiar with Silicon, IDS, BIM CALC, and Visual Dolphin ERP for invoice processing, reconciliation, and financial reporting.

Professional Skills
- Strong multitasking abilities, able to work across multiple branches and handle concurrent accounting tasks efficiently.
- Skilled in working under pressure and consistently meeting tight deadlines in fast-paced environments.
- Experienced in conducting physical inventory checks and ensuring alignment with system records.
- Detail-oriented with a focus on data accuracy and process improvement.

Languages
- Arabic: Native
- English: Fluent (reading, writing, and speaking)