

# MOHAMAD EL-KHATIB

Accountant/Finance Coordinator/Certified Digital Marketing

📞 96171113056    📧 Moekhatib12340@gmail.com    📍 Beirut, Lebanon

## EXPERIENCE

### Junior Cost control

#### HANDSON

📅 10/2025 - PRESENT    📍 Beirut, Lebanon

- Assisted in monitoring food and beverage costs under the guidance of senior management
- Helped review supplier invoices and purchase documents for accuracy
- Assisted with inventory counts and basic stock variance checks
- Collected and organized cost data for internal reports
- Updated cost spreadsheets using Microsoft Excel
- Followed company procedures to maintain accurate cost records

### Accountant

#### A Brands International

📅 11/2024 - 04/2025    📍 Beirut, Lebanon

- Issued and tracked 200 monthly invoices with 98% billing accuracy
- Improved cash flow through early collections follow-ups, reducing delays by 15%
- Coordinated stock returns and warehouse transfers across 3 regional locations

### Finance Coordinator -GL Accountant

#### MAF Hypermarket-Carrefour

📅 10/2022 - 07/2024    📍 Beirut, Lebanon

- Managed payroll entries, accruals, and monthly journal vouchers
- Supported mid-year and annual financial closings with zero audit revisions
- Reconciled inter-company accounts and maintained supplier balance sheets
- Support for Payment Preparation and Supplier Open Balances
- Assisting in Audits and Managing Petty Cash

### Audit Intern

#### Auditax

📅 03/2021    📍 Beirut, Lebanon

- Achieved 100% accuracy in data entry during financial statement checks

### Retail Debt Collector

#### Blom Bank

📅 10/2019 - 03/2020    📍 Hamra, Lebanon

- Achieved daily recovery targets through 80 outbound calls per shift
- Negotiated repayment plans and updated client account records

### Sales Associate

#### Moustache

📅 02/2015 - 08/2017    📍 Beirut, Lebanon

- Delivered customer service and processed 30 daily transactions
- Promoted cross-selling and maintained inventory with 99% accuracy

## SUMMARY

Detail-oriented and motivated Accountant with over 2 years of experience in managing financial operations, including payroll, invoicing, reconciliations, and financial reporting. Skilled in preparing journal vouchers, handling supplier accounts, and supporting audits and financial closings with accuracy and compliance. Experienced in cash flow management, billing, and client account reconciliation, with a track record of improving collection efficiency and maintaining reliable records. Proficient in ERP systems, JD Edwards, and Microsoft Excel, with strong analytical and organizational skills. Seeking to leverage accounting expertise to contribute to organizational efficiency and growth.

## EDUCATION

### Gradezilla

#### Digital Marketing Academy

📅 2025    📍 Location

- Digital Strategy and Analysis
- Meta Ads Manager & Business Tools
- Google Ads, Google Analytics, and SEO • Social Media Marketing (Instagram, Facebook, TikTok, LinkedIn, Snapchat)
- Influencer Marketing & Conversion Tracking
- WordPress Infrastructure & SEO Optimization
- Content Strategy & Viral Video Marketing

### B.Sc. in Accounting Information Systems

#### Lebanese International University

📅 2016 - 2019    📍 Beirut

### BT3 in Accounting & Computer

#### CIS Institute

📅 2013 - 2016    📍 Beirut

## Certification

- Social Media Marketing Certificate

#### Hootsuite Academy

- Social Listening Certificate

#### Hootsuite Academy

- Hootsuite Platform Certificate

#### Hootsuite Academy

## SKILLS

---

[CRM](#) [ERP](#) [Google Ads](#) [Google Analytic s](#)

[Google Sheets](#) [Hootsuite](#) [Microsoft Excel](#) [SEO](#)

[SMM](#) [Snapchat](#) [WordPress](#) [Gmail](#) [Instagram](#)

[JD Edwards](#) [CANVA](#)

## LANGUAGES

---

**Arabic**

Native



**English**

Proficient



**French**

Advanced



## TRAINING / COURSES

---

[Payroll, Tax & Budgeting Workshops](#)

Learn Business Center