

ABDALLAH MAWLA

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PROFESSIONAL SUMMARY

Motivated and detail-oriented final-semester Business Administration student majoring in Accounting Information Systems at the Lebanese International University. Completed a 2-month hands-on accounting internship, gaining practical experience in bookkeeping, data entry, invoice auditing, and financial reporting. Proficient in Microsoft Excel, Word, PowerPoint, and Silicon Accounting Software, with strong analytical and organizational abilities. Recognized for teamwork, effective communication, time management, and problem-solving skills. Fluent in Arabic, with good command of English and basic knowledge of Turkish. Eager to begin a professional career in accounting, applying accuracy, efficiency, and continuous learning to contribute to organizational success.

EDUCATION

Bachelor of Business Administration – Accounting Information Systems (AIS)

Lebanese International University, Lebanon

Oct 2022 – Jan 2026 | GPA: 3.3

Key Accounting Courses:

Financial Accounting • Managerial Accounting • Cost Accounting • Auditing • Intermediate Accounting • Financial Management • Accounting Information Systems • Business Statistics • Taxation • Economics • Business Law

EXPERIENCE

ACCOUNTING INTERNSHIP & CERTIFICATION

Accounting Intern – Accountant’s House, Beirut (*Accounting Training Certificate Awarded*)

Mar 2025 (2-Month Practical Training)

- Assisted certified accountants with bookkeeping, journal entries, and invoice processing using Silicon accounting software.
- Processed over 150 supplier invoices and contributed to monthly financial statement preparation for several client accounts.
- Participated in auditing purchase records and reconciling supplier balances to ensure accuracy and compliance.
- Supported tax declaration submissions and company profile setups through the Ministry of Finance’s e-services.
- Gained practical exposure to sales and procurement processes, voucher entries, and documentation control.

References available upon request.