

ABDALLAH MAWLA

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PROFESSIONAL SUMMARY

Accounting Information Systems student with hands-on experience in Accounts Payable (AP), Accounts Receivable (AR), General Ledger (GL), and financial reporting. Proficient in Microsoft Excel and accounting software, with strong skills in bank reconciliation, journal entries, and financial data accuracy. Seeking an entry-level accounting position to support financial operations and ensure compliance.

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

SKILLS

Accounting: Accounts Payable (AP), Accounts Receivable (AR), General Ledger (GL), Bank Reconciliation, Journal Entries, Financial Statements, Financial Reporting, VAT, Tax Compliance

Technical: Microsoft Excel (PivotTables, formulas), Microsoft Word, PowerPoint, Silicon Accounting Software

Soft Skills: Attention to Detail, Time Management, Teamwork, Communication

EXPERIENCE

ACCOUNTING INTERNSHIP & CERTIFICATION

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

Mar 2025 — May 2025 (2-Month Practical Training)

- Processed 150+ supplier invoices monthly, supporting Accounts Payable (AP) and ensuring accurate and timely financial recording
- Recorded journal entries and maintained General Ledger (GL), improving accuracy and organization of financial data
- Performed bank reconciliation and supplier reconciliation, identifying discrepancies and ensuring reliable financial records
- Assisted in preparation of financial statements, supporting monthly reporting and financial analysis
- Executed tax declarations and Ministry of Finance e-services submissions, ensuring compliance with local regulations
- Maintained structured financial documentation and data entry processes, improving efficiency and accessibility of records

References available upon request.