

Mohammad Adlouni

+961 81 688 049 • madlouni93@hotmail.com • Saida, Lebanon

A driven young professional looking to channel my education, training and apprenticeships into a practical position to build my career with a hardworking team.

Skills & Abilities

- Fluent in English & Arabic
- Microsoft Office
- Accounting
- Customer Service
- Sales
- Finance

Work Experience

Customer Service Representative

SACO LB | Saida, Lebanon | March 2022 – April 2022

- Performed data entry activities with regards to sales invoices into company records
- Promoted and sold company products and services
- Responded to client inquiries and concerns

Intern – Accounting

Practical Accounting Academy | Saida, Lebanon | May 2021 – August 2021

- Attended training on Bird Accounting Software usage
- Attended the “Junior Accountant” training program covering accounting transactions, capital and assets, expenses, purchasing and sales, VAT, salaries and wages, customs and duties, and reconciliations
- Attended the “Senior Accountant” training program covering income tax declarations, profits and losses, trial balance analysis, contracting, payroll and NSSF

Intern – Customer Service

OMT | Saida, Lebanon | July 2018 – July 2018

- Attended training on government services provisioned through the ministries of Labor and Finance
- Attended training on OMT and Western Union services, including system navigation and service processing

Intern – Personal Banking & Teller Services

Bank Audi | Saida, Lebanon | August 2017 – August 2017

- Attended on-the-job training (shadowing) of tellers
- Attended on-the-job training (shadowing) of customer service representatives (personal cards, loans, checking accounts)
- Assisted various personnel at the branch with administrative tasks

Education

Bachelor of Science in Business Management

American University of Science & Technology | Saida, Lebanon | Graduated 2016

Personal Information

- **Nationality:** Lebanese
- **Date of Birth:** June 28th 1993