

MOHAMAD AL RIFAI

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EDUCATION

American University of Beirut

September 2015 – June 2018

Beirut, Lebanon

Bachelor in Business Administration

Concentrating in Finance

- Current GPA: 3.03/4.0
- Notable Courses: Hedge Funds Strategies, Investment Management, and Financial Markets and Institutions.

Hariri High School II

September 2000 – June 2015

Beirut, Lebanon

Lebanese Baccalaureate in Life Sciences

WORK EXPERIENCE

Aramex Lebanon SAL

June 2017 – August 2017

Beirut, Lebanon

Accounting Intern

- Explored different sectors in the accounting department such as invoicing, payables, and receivables, and reported financial statements to each sectors' managers.
- Maintained files and updated accounts payables and accounts receivables.
- Audited and compiled financial statements of various clients in different industries and made sure that balance sheets were reconciled.
- Collaborated with various employees to achieve accurate results.
- Accounted and managed checks to be distributed to clients of the company.

Bubble T

May 2014 – September 2014

Beirut, Lebanon

Cashier/Barista

- Managed the store, which requires the employee to make drinks and handle customer financial transactions.
- Maintained customer satisfaction that was shown by the average of \$200 of tips received per month.
- Reported all financial transactions to the manager by the end of the day.
- Issued receipts and refunds, and redeemed coupons and stamps.
- Concocted new drinks depending on customer needs to insure customer loyalty and satisfaction.

SKILLS AND ACHIEVEMENTS

- Byblos Bank and AUB OSB Business Plan Competition Finalist
- Fullbridge U Program graduate
- Youth Club Committee Member
- Business Student Society Logistics Team
- Language: Arabic (Native), English (Fluent), and French (Basics)
- Proficiency: Microsoft office, Outlook, and IB TWS