

ADEL OBAIDA MUDAWAR

-PERSONAL INFORMATION:

- DATE OF BIRTH: 14-11-1989
- EMAIL: adelmudawar11@gmail.com
- Mobile number: +9613462778
- Phone number: +9611303580
- Address: Beirut, Mar Elias St.
- Nationality: Lebanese
- Marital status: single

-OBJECTIVE:

My aim is to seek a challenge, that is a job at a sturdy & ambitious company, where I'm confident I will have the opportunity to work within a team, which is irreplaceable, precursor for personal & professional growth, I am a committed hard worker & a fast learner, under optimal circumstances, my aim is to be a human resources manager or a strategic planning manager within the upcoming 5 years.

-WORK EXPERIENCE:

-1) Accountant trainee at Mr. Mohamed Bargouth audit firm (Naameh)
(1/4/2015 till 30-6-2016)

Skills learned: -Calculation of NSSF

-Calculation of Employee s payroll

-Usage of Paradox accounting system

-Journal voucher Entries on Paradox accounting system

2-) Accountant trainee at Dr. Riad Arnaout audit firm (Tayoneh)
(1/12/2016 till 31-1-2017)

Skills learned:-Usage of Bee System accounting program.

-Journal voucher Entries on Bee system accounting program.

3-) Accountant trainee at “All Tools” company (jnah beside BHV-Adnan
Hakim ST.) (1/8/2017 till 31-8-2017)

Skills learned:-Usage of Peachtree accounting system

- Journal voucher Entries on Peachtree accounting system

-Receiving & registering cash & check payments for stock purchased

-Responsible & accurate handling of cash & check payments received

-Preparing sales invoices

4-) Accountant/cashier at cedar s marine company (Starco building-
downtown).(5/9/2017 till 16/7/2018)

Skills learned:-Usage of paradox accounting system

-Journal vouchers entries on paradox system

- Purchase invoices & payments registration on paradox system
- Responsible & accurate handling of cashier responsibilities
- Strong & positive communication skills with customers.

EDUCATION:

- Graduated from Mousaitbeh Adventist secondary school (2000-2007)
(Lebanese official bachelor in S.E)
- Graduated from Beirut Arab university (2007-2012) (Bachelor in
Business Administration-Management) GPA: 2.54 Good

LANGUAGES:

- Arabic: Spoken & written fluently (Mother Tongue)
- English: Spoken & written fluently

-COMPUTER SKILLS:

- ICDL version 4.0 (Excel-PowerPoint-Word-Internet)

-REFERENCES:

- Available upon request.

