**MOHAMAD CHAHROUR**

514 574 9676

mo-shahrour@hotmail.com

**PROFESSIONAL PROFILE**

Rigorous experience in accounting, marketing & customer services

Sense of initiative & responsibility, Interpersonal communication skills

Computer skills: MS Office, Photoshop, PMS System

Languages: English(fluent), French(intermediate), & Arabic(mother tongue)

**EDUCATION** LaSalle College, Montreal 2014 until present Enrolled in **Insurance and** **Financial Advising**

ARABE OPEN UNIVERSITY, Lebanon 2012 **Bachelor in Business Administration** (with the emphasis in Accounting)

Relevant courses: (Marketing management, Managerial Accounting, Business Statistics

& Data Analysis, Certificate in Accounting)

**Official Lebanese Technical Baccalaureate BT3**, Lebanon 2007

**PROFESSIONAL EXPERIENCE**

CORAL SUITES AL HAMRA, Beirut-Lebanon 2013

**Receiving Clerk & Storekeeper**

Receive, verify & record products that come into distribution center

Fill systems for incoming invoices, bill payments & outgoing invoices

Bill & account for the value of products

AMIN NAJDE ACCOUNTING OFFICE, Beirut-Lebanon 2013

**Senior Accountant Internship (**3 months)

Prepare monthly journal entries, trial balance and balance sheet

Review entries to the general and statistical ledgers to assure accuracy

Verify the accuracy of invoices and other accounting documents

Enter data into accounting management software (Silicone

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SUBWAY RESTAURANT, Beirut-Lebanon 2010-2013

**Store Manager**

Perform data entry employees, maintain documentation, file folders

Prepare weekly sales reports and inventory

Maintain & Analyze business records to increase sales

Handle & resolve customer complaints

Check food preparation and dining area for cleanliness and proper presentation

Assist with planning events & promotions

SUBWAY RESTAURANT, Beirut-Lebanon 2006-2009 **Sandwich artist & Shift leader**

Participate in preparation, cooking and wrapping of food

Supervise & Support personnel of work shifts

Train new employees

**INTERESTS AND HOBBIES**

Football

Listening to Music

Reading Financial and Scientific magazines

**References: available upon request.**