**MOHAMMAD RACHID BASSAM HARB**

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***OBJECTIVE***

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

***EDUCATION***

2011-2015 **Rafic Hariri University `** Meshref, Lebanon

Graduate majoring in Accounting and Finance

Cumulative GPA 87

2010-2011 **Al Iman Pilot School** Beirut, Lebanon

Lebanese Baccalaureate in Sociology and Economics

***RELEVANT COURSES***

**Intermediate Accounting 1 & 2:** These courses are an in- depth studies of accounting issues related to the measurement and reporting of assets, liabilities and income in accordance with IFRS. They also concentrate on the measurement and reporting of liabilities and of the various components of stockholders’ equity.

**Cost Accounting 1 & 2:** These courses introduce students to the basic concepts, analyses, uses and procedures of management accounting. They also concentrate on cost allocation, process costing, and joint products costing.

**Auditing:** This course introduces students to the nature, scope, and objectives of auditing. It also

introduces the students to international financial accounting standards and general

auditing standards.

**Taxation:** This course is an upper level course for the accounting students. Topics covered include

the Lebanese tax system, methods of tax imposition, taxes on the basis of real profit, computation of taxable profit, tax rates and tax due, taxes on non-residents, fixed assets, holding companies, offshore companies, Insurance companies, financial institutions, tax on employees, tax on movable capital (stocks, interests, dividends, etc..), tax matters as related to commercial companies and other entities.

***EXPERIENCE***

Summer of 2010 **PROLAB** Beirut, Lebanon

**Position:** Data Entry Clerk

**Duty:** Entered data to the retail store

Summer of 2013 **COMPTA GROUP** Sad Al Boushreye , Lebanon

**Position**: data entry

Summer of 2011 **AJIALONA** Beirut, Lebanon

**Position:**  trainee at the company’s accounting department

**Duty:** data entry

Summer of 2015 **SIDANI & CO.** Beirut, Lebanon

**Position:** trainee at the company’s auditing department

**Duty:** Reviewing the various types of financial statements

July 2017 **–** November 2017 **PRISMA INVEST HOLDING** Verdun, Beirut

Position: junior accountant

Duty: Dealing with invoices, receipts, and recording the company’s transactions.

March 2018 – Ongoing **Visa Facilities Services** Hamra, Beirut

Position: Submission Officer

Duty : Intermediary between the applicants and the embassies

***SKILLS***

* Excellent use of Microsoft Office: Word, Excel, and PowerPoint
* Able to multitask and work under pressure
* Detail oriented and accurate
* Able to work individually and in a team
* Typing skills: 45 WPM
* Able to talk to people at all levels

***LANGUAGES***

Fluent in Arabic and English with basic knowledge in Spanish

***INTERESTS AND ACTIVITIES***

2012-2014 **Member in the Accounting Society** RHU

***HOBBIES***

Basketball, reading, and surfing the net

***REFERENCES***

Available upon request