


—○ MONA SAYTARI ○—

CONTACT

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PROFILE

My name is Mona Saytari, and I am 25 years old. I am a results-driven professional with a Bachelor's degree in Accounting and Audit, graduated with high distinction from AZM University, and an MBA in Management from Balamand University, with distinction. I possess strong skills in accounting and business management and am eager to apply my expertise in a dynamic organization. With a commitment to excellence and a proactive approach, I aim to deliver high-quality work and add value to my team. I am seeking an opportunity to grow professionally and make a meaningful impact.

EDUCATION

- BALAMAND University, Lebanon
(MBA majoring in management)
- AZM University; Tripoli, Lebanon
(BS in Accounting and Audit)
- Al IMAN School; Tripoli, Lebanon
(primary and secondary school)

EXPERIENCE

AZM Educational Campus

4/6/2022- now

Accounting Tasks:

1. Record Invoices: Accurately entered sales, purchases, service purchases, and return invoices into the accounting system.
2. Supplier Payments: Contacted suppliers to collect cheques and followed up on payments.
3. Book Sales: Assisted in uniform selling, recorded invoices, and provided system codes for each item.
4. Bank and Supplier Reconciliation: Verified that bank and supplier's statements matched the statement of accounts, ensuring accurate reconciliation.
5. Cash Management: issuing payment receipts, and managing petty cash
6. Filing: Organized and filed bank receipts, paid cheque copies, and journal vouchers.

SKILLS

- Problem solving
- Communication skills
- Teamwork skills
- Leadership skills
- Presentation skills

IT SKILLS

- Word
- Excel
- Power point

Administrative Assistant for AEC Director Office

1. Visitor and call management: greeted visitors, responded to inquiries, and handled internal and external calls.
2. Office organization: managed supervisor's agenda, organized appointments, and handled incoming mail and parcels.

LANGUAGE PROFICIENCY

- Arabic
- English
- French

REFERENCES

- Cherine Jneid: Dean Faculty- AZM University
Phone number: +961_03_541105
Email: cjneid@azmuniversity.edu.lb
- Fouad Ghazzawi: Instructor at AZM University
Phone number: +961_70_184132
Email: fghazzawi@azmuniversity.edu.lb
- Zoya Molayess: Instructor at Balamand university
Phone number: +961_03_816933
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3. Clerical work: performed typing, photocopying, scanning, faxing, and filing of documents.
4. Expense management: prepared payment requests, managed petty cash, and organized expense reports for trips and events.
5. Office supplies: managed and followed up on office supplies orders.
6. Confidentiality: maintained confidentiality of information and covered for colleagues during their absence.

Chez Teita

25/12/20218-5/1/2019 and from 20/5/2019- 30/5/2019

Successfully managed a kindergarten winter and spring camp, overseeing all operations to ensure a safe, engaging, and educational environment. My responsibilities included:

1. Planning and Organization: Developed a balanced schedule of educational and fun activities.
2. Staff Management: Supervised and trained teachers and assistants.
3. Safety and Control: Implemented safety protocols and monitored activities.
4. Parent Communication: Maintained open communication and provided regular updates.
5. Resource Management: Managed the camp's budget and organized supplies.
6. Problem-Solving: Quickly resolved logistical and interpersonal issues.

This role honed my leadership, organizational, and communication skills, enabling me to create a structured and enjoyable camp experience

TRAINING

- Course certificate; Crossroads: Launching Breakthrough Technologies; course of study offered by Harvard University
- Wide boost training certificate: Interpersonal communication skills; training program at AZM University Campus
- Training certificate; MAHARAT Google; completing training about principals of online marketing
- Summer School; Plovdiv University+ Sofia University; international summer school on "Advances in Economics, Data Sciences and Machine Learning" (40 hours including cross-cultural relations, entrepreneurship and innovation, digital and social media marketing, selected topics in data analytics and forecasting and classification in economics and marketing)

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| | <ul style="list-style-type: none">• Training certificate; Student training for entrepreneurial promotion; LEUPHANA University of Luneburg+ DAAD German Academic Exchange Service.• Training certificate; Accounting Program (SOFTWAVE) Course; BLSC (British Language System Center• Training certificate; Accounting training and programs with an Expert; BLSC• Training Certificate from BDL; training and development department• Corporate social responsibility (CSR)- filling 35 applications on house visits to make awareness “How to recycle solid waste and identifying its significance on our environment and economy”.• CNSS training done at AZM university with the AEC team- Principles of the CNSS |
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