

# Mohammad Youssef Salem

## Social Worker

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### Profile

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I am a detail-oriented and results-driven accountant with experience in financial reporting, data entry, and administrative tasks. My strong skills in time management, critical thinking, communication, and problem-solving, along with my proficiency in several technical tools such as Word, Excel, and Google Drive, enable me to deliver high-quality work in a timely and efficient manner. Furthermore, my educational background in social sciences from the Lebanese University and completion of various workshops in ICDL, Google Workspace, and life skills demonstrate my commitment to ongoing professional development. I am a dependable and motivated team player who thrives in fast-paced environments and is dedicated to contributing to organizational success.

### Education

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**Social Sciences**, *Lebanese University*

2021 – present  
Tripoli, Lebanon

### Professional Experience

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**Accountant**, *Al-Ameer Campnay*

01/2022 – 03/2023  
Tripoli, Lebanon

- Prepare financial statements, such as balance sheets, income statements, and cash flow statements, on a regular basis.
- Analyze financial information to identify trends and potential areas for improvement or risk.
- Ensure accuracy and completeness of accounting records and financial transactions.
- Manage accounts payable and receivable, including processing invoices, making payments, and collecting payments.
- Answer phone calls, respond to emails, and greet visitors, providing assistance as needed.
- Manage calendars and schedule appointments for executives and other staff.
- Create and maintain budgets, and monitor expenses to ensure adherence to budgetary constraints.

**Volunteer**, *Venture Association*

03/2021 – 12/2021  
Tripoli, Lebanon

- Enter data from various sources into computer systems or databases, ensuring accuracy and completeness.
- Verify data by reviewing, correcting, deleting, or re-entering data as necessary.
- Compile and sort information, and organize data in a logical manner.
- Maintain confidentiality of sensitive or private information.
- Perform routine data maintenance tasks, such as backup and archiving.
- Assist with data analysis and report generation as needed.
- Communicate with team members or supervisors to ensure data is entered in a timely and accurate manner.

## Trainings

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### **Google Workspace Wrokshop, Venture Association**

03/2022 – 04/2022

- Set up and use Gmail for email communication and organization
- Create and share files in Google Drive, including documents, spreadsheets, and presentations
- Collaborate with others in real-time using Google Docs, Sheets, and Slides
- Use Google Calendar to schedule appointments and manage tasks
- Manage contacts and use Google Meet for virtual meetings
- Customize settings and personalize their workspace to meet their needs

### **Life Skills Workshop, Venture Association**

09/2021 – 12/2021

- Tips and strategies for managing time effectively, setting priorities, and avoiding procrastination.
- Techniques for setting and achieving realistic goals, both short-term and long-term.
- Effective communication strategies, including active listening, assertiveness, and conflict resolution.

Techniques for managing stress, including mindfulness, relaxation exercises, and time management strategies.

### **ICDL Workshop, Venture Association**

05/2022 – 08/2022

- Word: creating and formatting documents, inserting and formatting text and images, using tables and lists, working with styles and templates, and using mail merge to create personalized documents.
- Excel: creating and formatting spreadsheets, using formulas and functions to perform calculations, creating charts and graphs to visualize data, sorting and filtering data, and using conditional formatting to highlight important information.
- PowerPoint: creating and formatting presentations, adding and formatting text and images, using themes and templates, working with transitions and animations, and delivering a presentation effectively.

## Technical Skills

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Word

Excel

PowerPoint

Google Gmail

Google Drive

Google Docs, Sheets, and Slides

Accounting Software

## Skills

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- Time management
- Problem-solving
- Critical thinking
- Emotional intelligence
- Adaptability
- Problem-solving
- Communication

## Languages

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Arabic

English