

Hiba Chidiac

Date of Birth: 08/11/1986

Nationality: Lebanese

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PERSONAL STATEMENT:

Certified accountant with **7 years** of experience from ledgers right through to trial balances. Right now i am looking for a job that provides a stimulating and challenging environment and also opportunities for career growth and promotion.

TECHNICAL SKILLS

- Outlook
 - Word
 - Excel
 - PowerPoint
 - Access
 - Oracle
 - Peachtree
 - QuickBooks
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QUALIFICATIONS

- Strong written and verbal communication skills.
 - Good knowledge of general accounting principles and practices.
 - Ability to communicate, organize and work well with others.
 - Able to dealing with employees at all levels.
 - Detail oriented and capable of multi-tasking.
 - Strong analytical, problem solving and organization skills.
 - Possesses strong mathematical, calculation skills.
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EDUCATION

- **Sagesse University, Lebanon.** (June 2009)
BA in Business and Finance.
 - **College Des Soeurs De La Charite, Lebanon.** (June 2004)
Baccalaureate in Life Science.
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EMPLOYMENT

Dareen international, Alshaya group, Lebanon (October 2009-July 2011)

Accountant

Job Profile:

- Maintenance of financial records (documentation).
- Create and update databases and excel spreadsheets.
- Updating accounts receivable and issue invoices.
- Provided support for the annual audit.
- Organized checks and deposits
- Reconciled bank statement and ledger accounts.

Financial Accountant

Job Profile:

- In charge of petty cash.
- Posting and processing journal entries to ensure all business transactions are recorded.
- Responsible of accounts payables, verified invoices, tracked invoices, recorded in general ledges. Matched checks with invoices, mailed & distributed checks.
- Preparation of supplier reconciliation statements.
- Assist account manager in preparation of profit & loss, balance sheet and other statements.
- Bank statement reconciliation to ensure that company's record are correct.
- Prepare stock reports after physical stocks taking on monthly basis.

Buamim Marble & Granite Factory LLC,Dubai

(Feb 2017-Nov2017)

General accountant

Job Profile:

- Handled accounts payables and accounts receivables.
- Resolve AP and AR problems with vendors and customers.
- Contact customers for invoices to meet month end payments.
- Handled payroll account. Maintained and verified employee time sheets.
- Carried out bank reconciliation activities and managed several clients account independently.
- Performed month-end close which includes reviewing and posting all inventory related automated journal entries.
- Preparation of all financial reports including profit and loss statement, balance sheet and cash flows statement.

PERSONAL INTEREST:

Shopping | Travelling | Reading | Cooking

CHARACTER REFERENCES: Available upon request

I hereby swear that the above information are true and correct to the best of my knowledge and belief.

HIBA CHIDIAC

Applicant