



HIBA AFYOUNI

Junior accountant

ABOUT ME

PERSONAL STATUS:
single

Born on November 19, 1997

HOBBIES:
Reading, music

CONTACT

PHONE:
+96176462397

CITY:
Beirut – Beshara El Khoury

EMAIL:
hibaafyouni37@gmail.com

EDUCATION

2015 – 2018: University Saint Joseph (USJ)
Business and Management (GPA: 3.2)

2000 – 2015: Saint Elie Des Peres Carmes
Lebanese baccalaureate – Life Science (Average: 12.5)

WORK EXPERIENCE

07/2018 – Present: Douaihy duty free – Cashier

08/2017 – 10/2017: Safi Accounting and auditing - internship
Prepare audit reports for different types of companies
Prepare all required governmental reports: VAT, tax on salaries... of the client's companies.
Prepare bank and customers reconciliations and follow up any discrepancies.

06/2017 – 08/2017: Banque Libano-Francaise - internship
Fixing credit amount for clients, as per their salary
Opening accounts, Organize daily banking tasks.
Convince the costumer to open an account or buy a new product by giving all the information he needs.

06/2016 – 10/2016: Patisserie La Madeleine – Sales & customer services

LANGUAGES

Arabic (Native)
French (spoken, read and written with high proficiency)
English (intermediate and registered at Amideast English center)

SKILLS & ABILITIES

Certificated from saint louis university
VP Marketing at INJAZ Lebanon Company Program
Teaching USJ students as a freelance: accounting, finance & economics
Computer skills (Microsoft office – word, power point, Access, excel; web and social Media).