

Haifa Menhem Al Hakim

Lebanon

Aley

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CAREER OBJECTIVES :

Find a job that is continuously innovative, challenging, rewarding and self improving.

PERSONAL INFORMATION :

Place and Date of Birth: Aley – Lebanon - April 23th 1995

Nationality: Lebanese

Marital Status: Single

Preferred Field of Work: **Finance /Accounting Dept.**

Certificates at OMT :

- 1. B.A Banking & Finance.**
- 2. OMT & Western Union Services Workshop.**
- 3. Ministry Of Finance Services Workshop.**
- 4. Ministry Of Labor Services Workshop.**

EDUCATION

Date	2015-current
Institution	Lebanese University - Aley
Country	Aley, Lebanon
Degree	Banking and Finance
Perspective	The courses taken in the university provided me with technical, practical, analytical and creative skills that enable me to handle responsibility, plan, and take proper decisions. These skills along with my continuous ambition to develop will make me a valuable asset in the eyes of the employer.

Pre –university education		
Level	High school	Intermediate
Institution	Aindara High school	Educational Renaissance School
Country	Aley, Lebanon	Kobieh , Lebanon
Year	2013-2014	2009-2010
Facility	Economic And Social Studies	Brevet

LANGUAGES :

Fluent in both Arabic and English

Skills :

- Computer skills:
 - Windows XP
 - Microsoft Office (Word, Excel, PowerPoint...)
 - Internet and programming software
- Effective communication
- Critical thinker and problem solver
- Ability to adapt quickly
- Ability to work with cross-functional teams
- Fast learner
- Analytical skills
 - ❖ **Accounting software:**
 - **Pegma**
 - **Megatron**

Accountant Executive in Zak-R s.a.r.l

Date	2018 (current)
Country	Lebanon
Title	<i>Accountant Executive</i>
Tasks Handled	<ul style="list-style-type: none">• Working with spreadsheets, sales and purchase ledgers and journals.• Preparing statutory accounts.• Calculating and checking to make sure payments, amounts and records are correct.• Sorting out incoming and outgoing daily post and answering any queries.• Managing petty cash transactions.• Controlling credit and chasing debt.• Reconciling finance accounts and direct debits.

Accountant Executive in Elkheir Company Trading And Constructions s.a.r.l

Date	2017 – 2018
Country	Lebanon
Title	<i>Accountant Executive</i>
Tasks Handled	<ul style="list-style-type: none">• Working in customer services and account executive to ensure that operations are running smoothly, clients are satisfied and funds are being spent properly.• Created budgets, forecasts and schedules to make sure that products and projects are ready on time and running correctly.• Gained the experience for keeping clients pleased by solving their account problems.

Training at Banque Du Liban	
Date	2017
Country	Lebanon
Tasks Handled/ goals	<ul style="list-style-type: none"> An experienced and well maintained professional having ample amount of knowledge in banking sector.

Accountant Executive in 2ssam for aluminum and glass	
Date	2016
Country	Lebanon
Title	<i>Accountant Executive</i>
Tasks Handled	<ul style="list-style-type: none"> Working in sales, customer services and account executive to ensure that operations are running smoothly, clients are satisfied and funds are being spent properly. Created budgets, forecasts and schedules to make sure that products and projects are ready on time and running correctly. Gained the experience for keeping clients pleased by solving their account problems.

Teaching private lessons	
Date	2013 – 2015
Country	Lebanon
Title	<i>Private Teacher</i>
Tasks Handled	<ul style="list-style-type: none"> Teaching all subjects for grade nine students. Engage students with several activities, such as reading, writing, dissecting every problem then analyzing and evaluating.

References

Available upon request