

HIBA MOHTY

PERSONAL DETAILS

Date and place of birth : 04 November 1991, Katermeya, Chouf
Nationality : Lebanese
Marital Status : Married
Address : Siblin, Chouf
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OBJECTIVE

To secure a position that utilizes business and finance/auditing experience and enables to make a position contribution to the organization.

To be a successful and creative member in an environment of growth and excellence to meet personal and organizational goals.

EDUCATIONAL BACKGROUND

Bachelor of Business Administration, majoring in **Banking and Finance**, June 2014
Beirut Arab University (BAU) , Beirut, Lebanon

French-Lebanese Baccalaureate II in Live Sciences, 2008
College Universelle , Chhim , Lebanon

WORK EXPERIENCE

O Teaching students through private hours in Math, Physics, and Chemistry, Biology, French and English Lessons

O September 2015 - May 2016
Administrative Assistant and Accountant at Inter Fruits Company S.A.R.L.
using UNICOM Program

O June 2016 - December 2016
Accountant at Pogati using Software Group Program

O January 2017- April 2017
Accountant at Adways Group using EDM

O May 2017 - November 2018

**Administrative Assistant and Accountant at ROCKLAND Electro-mechanical
Trading and Contracting Company using DOLPHIN**

SKILLS

Meeting Deadlines : Projects, Assignments represent a great part of my work and making sure everything is done within a deadline is the most important concern.

Working in high pressure environment : Capable of working effectively & seriously for long hours and under pressure, have good & friendly communication skills.

COMPUTER KNOWLEDGE

Expert in software computer : Word, Excel, Power Point & Internet

LANGUAGES

Fluent in spoken and written Arabic , French, and English

HOBBIES

Reading and Swimming

REFERENCES

Available upon request